

## **Baldwin County ONLY AEA Cancellation**

### **AEA PAYROLL DEDUCTION and BANK DRAFT CANCELLATION INFORMATION**

**IMPORTANT: Avoid the paperwork. You can easily cancel AEA electronically by going to [www.ACOE.us/AEA](http://www.ACOE.us/AEA)**

**All information contained in this document can be found at [www.ACOE.us/AEA-Baldwin](http://www.ACOE.us/AEA-Baldwin).**

If you pay your AEA membership dues through payroll deduction or monthly drafts, you must notify AEA in writing, by **4 pm on September 15<sup>th</sup>**.

**(DO NOT send notification to the Baldwin County Payroll Department)**. Additionally, AEA members who are paying **A-Vote fees** through monthly bank drafts must also instruct AEA to cancel those bank drafts.

**Notify AEA via Email BY 4 pm on September 15<sup>th</sup>**

We recommend that you send an e-mail to [myaea@alaedu.org](mailto:myaea@alaedu.org), and carbon copy [nicholek@alaedu.org](mailto:nicholek@alaedu.org), [teresak@alaedu.org](mailto:teresak@alaedu.org) and [shirleyw@alaedu.org](mailto:shirleyw@alaedu.org) before 4pm on September 15th.

**Please note:** It is best to e-mail AEA as soon as you decide to cancel your AEA membership, instead of waiting until the September 15th deadline. By canceling earlier, you will have time to receive confirmation from AEA.

**Be sure to copy yourself on the e-mail so you will have a record of the notification.**

#### **Suggested message for e-mail:**

To the Alabama Education Association Membership Department:

This e-mail serves as notification that you are hereby directed to cancel my AEA, NEA, and Local Education memberships, and A-Vote, effective immediately. In addition, the Alabama Education Association no longer has the authority to draft or attempt to draft A-Vote dues or membership dues from my bank account and/or through payroll deduction.

Please respond to confirm receipt of this e-mail and cancellation of my membership.

Sincerely,

(Your name, AEA# (If known) and work location)

**VERY IMPORTANT:** If you have not received confirmation from AEA by September 12th, we recommend that you mail a copy, **certified mail with next day delivery**, no later than September 12th, to the address below.

Use attached form titled "To the Alabama Education Association Membership Department." (Send a completed copy of the form to AEA and keep a copy for your records.)

Mail to:

**Alabama Education Association Membership Department**

**P.O. Box 4177**

**Montgomery, AL 36103-4177**

Date: \_\_\_\_\_

Attention: Alabama Education Association Membership Department

RE: Membership and Dues Payment Cancellation

**This letter serves as notification that you are hereby directed to cancel my AEA, NEA, and Local Education memberships, and A-Vote, effective immediately.**

In addition, the Alabama Education Association (AEA) no longer has the authority to draft or attempt to draft A-Vote dues or membership dues from my bank account and/or through payroll deduction. All parties are hereby directed to cancel my local, state and national AEA payroll deductions and/or Bank Drafts effective immediately.

Sincerely,

\_\_\_\_\_  
(Signature)

Print Full Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

AEA #: (If Known) \_\_\_\_\_

Work Location: \_\_\_\_\_

School District: \_\_\_\_\_