

St. Clair County AEA ONLY

AEA PAYROLL DEDUCTION and BANK DRAFT CANCELLATION INFORMATION

NOTICE: All information contained in this document can be found at www.ACOE.us/AEA-St-Clair

NOTE: Avoid the paperwork. You can easily cancel AEA electronically by going to www.ACOE.us/AEA

St Clair County AEA members who wish to cancel payroll deductions to AEA **must notify AEA and submit a cancellation form to the St Clair County payroll department through TalentEd by 4 pm, September 15th.**

BANK DRAFT: If you pay your AEA dues through Bank Draft, Skip Step 1.

Step 1: Notify the St Clair County Payroll Department BY 4 pm, September 15th

- You **MUST** submit a cancellation form through **Talent Ed**. If you have any questions or need help with this step, please ask your school bookkeeper for assistance (per Kimberly Smith in the Payroll Department). No other form of notification will be accepted by payroll.
- You must also notify AEA as described in the next step.

Step 2: We recommend that you send an e-mail to: myaea@alaedu.org, and carbon copy TeresaK@ALAEDU.org, Teresa.Kelley@ALAEDU.org and ShirleyW@ALAEDU.org by 4pm on, September 15th and copy yourself on the e-mail to keep for your records.

Please note: It is best to e-mail AEA, and submit the form to St Clair through Talent Ed, as soon as you decide to cancel your AEA membership instead of waiting until the September 15th deadline, so that you will have time to receive confirmation from AEA.

Suggested message for e-mail:

This e-mail serves as notification that you are hereby directed to cancel my AEA, NEA, 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 AVote 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 of the attached form, **certified mail with next day delivery**, no later than September 12th, to the address below. (Send a completed copy of the attached 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 (AEA) Membership Department

RE: Membership and Dues Payment Cancellation

This letter serves as notification that you are hereby directed to cancel my AEA, NEA, 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) _____

Employee #: _____

Work Location: _____

School District: _____