

AFT for St. Clair County Only

AFT PAYROLL DEDUCTION and BANK DRAFT CANCELLATION INFORMATION

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

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

St Clair County AFT members who wish to cancel payroll deductions to AFT **must notify AFT, and submit a cancellation form to the St Clair County Payroll Dept. through Talent Ed by 4 pm, September 15th.**

BANK DRAFT: If you pay your AFT 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 AFT as described in the next step.

Step 2: Notify AFT via Email BY 4 pm, September 15th

- We recommend that you send an e-mail to jcaft2143@gmail.com by 4pm, September 15th. Be sure to copy yourself on the e-mail so you will have a record of the notification and keep that copy of the e-mail.

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

Suggested message for e-mail:

To the AFT Membership Department:

This e-mail serves as notification that you are hereby directed to cancel my local, state and national AFT membership, payroll deductions and/or bank drafts effective immediately.

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

Sincerely,

(Your Full Name), (AFT# (if known)) and (work location)

VERY IMPORTANT: If you have not received confirmation from AFT 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.

(Send a completed copy of the attached form to AFT and keep a copy for your records.)

AFT ALABAMA AFFILIATE

Jefferson County AFT
1900 20th Ave S Ste 201
Birmingham, AL 35209-1380

Local number: 02143
Phone number: (205)933-1124
Email address: jcaft2143@gmail.com
Website: www.jcaft.com

Date: _____

Attention: District Payroll Department

Attention: AFT Membership Department

RE: Membership and Dues Payment Cancellation

This letter serves as notification that you are hereby directed to cancel my Local, State and National AFT membership effective immediately.

In addition, all parties are hereby directed to cancel my local, state and national AFT payroll deductions and/or bank drafts effective immediately.

Sincerely,

(Signature)

Print Full Name: _____
(First Name) (Middle Name) (Last Name)

AFT Membership #: (If Known) _____

Employee #: _____

Work Location: _____

School District: _____