

AEA Generic: PAYROLL DEDUCTION and BANK DRAFT CANCELLATION INFORMATION

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

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

The following information is for use in all Alabama public school districts **except Baldwin County, Jefferson County Schools (JEFCOED), and St Clair County Schools. These 3 systems have their own requirements.**

- **Baldwin County AEA members** go to www.ACOE.us/AEA-Baldwin.
- **Jefferson County (JEFCOED) AEA members** go to www.ACOE.us/AEA-JEFCOED.
- **St Clair County AEA members** go to www.ACOE.us/AEA-St.Clair.

If you pay your AEA membership dues through payroll deduction, you must **notify AEA and your payroll department**, in writing, **by 4 pm on September 15th**. Additionally, AEA members who are paying A-Vote fees through monthly bank drafts must also instruct AEA to cancel those bank drafts.

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

Step 1: Notify Your District Payroll Department in writing, by 4 pm on September 15th.

Use the attached form. Send a completed copy of the form to your district payroll department and **keep a copy for your records.**

Step 2: Notify AEA via Email by 4 pm on September 15th.

We recommend that you send an e-mail to myAEA@alaedu.org and **Carbon Copy TeresaK@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 email AEA as soon as you decide to cancel your AEA membership instead of waiting until the September 15th deadline, so 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 you mail a copy of the attached form using Next Day Delivery Certified Mail, 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: District Payroll Department

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) _____

Employee #: _____

Work Location: _____

School District: _____