

AFT GENERIC PAYROLL DEDUCTION & BANK DRAFT CANCELLATION

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

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

The following information is for use in all Alabama public school districts **except Jefferson County Schools (JEFCOED) and St Clair County Schools.**

- **JEFCOED AFT Members** go to www.ACOE.us/AFT-JEFCOED,
- **St Clair County Schools AFT Members** go to www.ACOE.us/AFT-St.Clair

IMPORTANT NOTE to current members of AFT who wish to cancel that membership: You must notify AFT and your payroll department, in writing, by 4 pm on September 15th.

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

Step 1: Notify Your District Payroll Department 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 AFT via Email by 4 pm on September 15th

- We recommend that you send an e-mail to **ALL EMAIL ADDRESSES** at the local office for the AFT district in which you are a member (**see contact information below**) by **4pm on September 15th**. Be sure to **copy yourself** on the e-mail.
- **Please note:** It is best to e-mail AFT as soon as you decide to cancel your AFT membership instead of waiting until the September 15th deadline, so you will have time to receive confirmation from AFT.

Suggested Email Message:

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 reply to confirm receipt of this notification 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 of the attached form, **certified mail with next day delivery**, no later than September 12th, to the local office of your AFT district. (Send a completed copy of the form to AFT and **keep a copy for your records.**)

AFT ALABAMA AFFILIATES		
Birmingham Federation of Teachers 1900 20th Ave S. Birmingham, AL 35209	Local number: 02115 Phone #: (205) 933-3333	Email address: birminghamaft2115@gmail.com AND Jimmy.Brown.Jr221@gmail.com
Jefferson County AFT 1900 20th Ave S Ste 201 Birmingham, AL 35209-1380	Local number: 02143 Phone #: (205) 933-1124	Email address: jcaft2143@gmail.com AND mhayward@ca-aft.com Website: www.jcaft.com
Mobile Federation of Teachers and Cls Employees 450 Government St. Mobile, AL 36602	Local number: 06248 Phone #: (251) 432-2401	Email address: No address available. Website: www.aacse.al.aft.org

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: _____