

Jefferson ONLY County AFT

AFT PAYROLL DEDUCTION and BANK DRAFT CANCELLATION INFORMATION

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

Jefcoed AFT members who wish to cancel payroll deductions to AFT **must notify AFT, and the Jefferson County payroll department**, on a 2021 - 2022 **JEFCOED Cancellation Form (See below)**, by 4 pm on **September 15th**.

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

Step 1: Notify the Jefferson County Payroll Department BY 4 pm on September 15th

- Use the attached **JEFCOED form**. (See below)
- Send a copy of the form to the **Jefferson County Schools Payroll Department** and keep a copy for your records with the date you submitted the form and how you submitted it.

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

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

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 that you will have time to receive confirmation from them.

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 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.

Use attached "JEFCOED Membership Deduction Cancellation Form".
(Send a completed copy of the form to AFT and keep a copy for your records.)

Mail to:

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

2021



JEF COED

JEFFERSON COUNTY BOARD OF EDUCATION

Membership Deduction Cancellation Form*

2021-2022 School Year

Employee Name: _____

Employee Number or Social Security Number: _____

Employee Work Site: _____

_____ Support Employee - or - _____ Certified Employee

Name of the professional association you are authorizing the **cancellation** of membership dues: *(Please circle one)*

AEA (Alabama Education Association)

- OF -

AFT (American Federation of Teachers)

Employee Signature

Date (Completion Date of Form)

(Note: Failure to complete this form accurately and in its entirety could result in the continuation of membership.)

NOTE: Professional association dues are deducted from September through August of each year. **This cancellation form must be received in the Payroll Department no later than September 15, 2021.** Once cancelled, the dues will no longer be withdrawn from your check starting in your September 2021 paycheck. Any cancellation request received by telephone or on any other form other than this one **will not be valid.** If you have any questions regarding the above, please contact the Payroll Department at (205) 379-2107.

*This form is for the cancellation of membership from AEA or AFT. Cancellation of CLAS and/or AACTE membership must be submitted in writing to the organization and the JefCoEd payroll office no later than September 1st of each year.