

SIDE A

**AUTHORIZATION TO BEGIN EMPLOYEE ORGANIZATION DUES DEDUCTION**

I hereby authorize the HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD) to deduct as shown below and remit to \_\_\_\_\_

ORGANIZATION NAME

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td></tr> <tr><td colspan="8" style="text-align: center; padding: 2px;">Social Security No.</td></tr> </table>									Social Security No.								<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td></tr> <tr><td colspan="4" style="text-align: center; padding: 2px;">Employee ID No.</td></tr> </table>					Employee ID No.				<p style="text-align: center;">\$</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td></tr> <tr><td colspan="5" style="text-align: center; padding: 2px;">Per Payday Amount</td></tr> </table>						Per Payday Amount					<p style="text-align: center;">\$</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td><td style="width: 12.5%; height: 15px;"> </td></tr> <tr><td colspan="5" style="text-align: center; padding: 2px;">Total Annual Dues</td></tr> </table>						Total Annual Dues				
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*BOTH SIDES OF FORM MUST BE COMPLETED*

SIDE B

**AFFIDAVIT**

My signature below affirms my understanding that:

- this payroll deduction is a service offered by HISD for its employees and specified organization
- the deduction will begin on the next regularly scheduled payroll provided this form is received by the HISD Payroll Dept., 4400 W 18<sup>th</sup> St., Houston, TX 77092, at least eight (8) working days prior to that payday
- all communications concerning this transaction should be directed to the organization named above
- the organization's annual dues may change from year to year
- this authorization is valid as long as I am employed by HISD unless I countermand it with a properly completed STOP DEDUCTION form.**

Dues paid to the named organization may not be deductible for federal income tax purposes; however, under limited circumstances dues may qualify as a business expense.

  

Signature of Employee	Employee Name (Please Print)
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*BOTH SIDES OF FORM MUST BE COMPLETED*


