



INSTRUCTIONS: To be completed by employee. Please type or print the required information in the spaces below. After completion, the employee should make two copies of this form and process as follows:

Original – Provide to the site Human Resources/Payroll Specialist

Copy 1 – Provide to the benefiting organization

Copy 2 – Retain for your records

Name: _____ Home phone #: (____) _____ - _____

Home address: _____

Social Security #: _____ - _____ Amount to be deducted biweekly: \$ 10.00

Airport Code PIT Personal email address (optional): _____

Organization to receive voluntary deduction: American Federation of Government Employees Local #: 332

District 3

I hereby request that a voluntary deduction be established, changed or canceled as designated below. I understand that if the action requested is an establishment of a voluntary deduction, that I am authorizing the amount designated below to be deducted each pay period from my biweekly pay and to be forwarded to the designated labor organization. I further authorize any change in the amount to be deducted which is certified by the below named labor organization as a uniform change in its dues structure.

Action Requested (check one): 1. Establish Voluntary Deduction

2. Change Voluntary Deduction

3. Cancel Voluntary Deduction

Signature: _____ Date: ____/____/____

FOR PAYROLL OFFICE USE ONLY

Voluntary Deduction Code = _____ Collection Code = _____

Payroll Office Processing Instructions

Send to:

TSA HR Service Center
Metro Place One, Suite 201
2650 Park Tower Drive
Vienna, VA 22180-7300

PRIVACY ACT STATEMENT: Authority: 49 U.S.C. § 114(n); E.O. 9387. Principal Purpose(s): To request that organization dues or fees be deducted from your pay, and to notify the elected organization of the deduction. Routine Use(s): This information may be shared with the Department of Treasury to make proper financial adjustments, to officials of labor organizations as to the identity of employees contributing union dues.

Previous editions of this form are obsolete.