Authorization to Discontinue Union Dues or Service Fee Deductions

Employee Name: ______________________________
______________________________________________________________________________
Last First MI (Please Print)

ZPid:________________________________________ Union Group:________________________________________

I hereby authorize Michigan State University to discontinue my payroll deductions for Union Dues or Service Fees. I understand that this authorization will become effective within thirty (30) days following its receipt in the university Payroll Office.

Employee Signature: __________________________________________ Date:___________________

Several collective bargaining agreements require that authorization be sent to BOTH the Payroll Office AND the Union office via certified mail.
Submit completed form to both:
Payroll Division AND Applicable Union Office
Hannah Administration Building
426 Auditorium Road Room 350
East Lansing, MI 48824

Union addresses may be found online at
http://www.hr.msu.edu/

For Payroll Use Only:
Date Received:___________ Initials:_____________ Date Entered:_____________ Date Effective:___________

The following collective bargaining agreements require that authorization be sent to BOTH the Payroll Office AND the Union office via certified mail. Cards will not be accepted through email, fax, walk-in traffic, campus mail or any other method other than certified mail.

- Union of Nontenure-track Faculty (UNTF)
- AFSCME Local 999
- AFSCME Local 1585
- Clerical Technical Union of MSU (CTU)
- Graduate Employees’ Union (GEU)
- IUOE Local 324
- IATSE Local 274
- APA
- APSA

Please keep your postal receipts as proof of submission.
Union addresses may be found online at
http://www.hr.msu.edu/