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:_____________________________

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
Hannah Administration Building
426 Auditorium Road Room 350
East Lansing, MI 48824

Applicable Union Office
Union addresses may be found online at http://www.hr.msu.edu/documents/unionaddr.htm

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

Dues or service fee revocation is only available to those individuals in unions for which the applicable collective bargaining agreement has expired since the enactment of Freedom to Work legislation on March 28, 2013.

Union of Nontenure-track Faculty (UNTF), AFSCME Local 999 and AFSCME Local 1585:

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.

Please keep your postal receipts as proof of submission.

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