

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                     **CONGRESS OF HOUSTON TEACHERS**                    

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ORGANIZATION NAME

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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 HISD at least eight working days prior to that payroll
- 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)



*BOTH SIDES OF FORM MUST BE COMPLETED*

