*****IMPORTANT*****

**All persons enrolling with payroll deduction, <u>new or renewal</u>,**
**<u>must</u> complete this form and send to county office.**
**New deductible amounts must be sent for accurate payroll deductions**

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# AUTHORIZATION FOR PAYROLL DEDUCTION

_____ County Schools Date: _____

I, _____ (Full Name) do hereby officially authorize the chief fiscal officer or his/her designated representative, to perform the following deductions with respect to my salary for payment of professional dues.

Check the Proper Choices Below ------- Renewal or New

| | | |
|---|---|---|
| WV Association of Secondary School Principals (WVASSP) | ___ Renewal $140.00 | ___ New $100.00 |
| National Association of Secondary School Principals (NASSP) | ___ Renewal $234.00 | ___ New $199.00 |
| WVASSP & NASSP | ___ Renewal $374.00 | ___ New $299.00 |

**Total Amount to be deducted (please write in total amount to be deducted)**

**_____ Renewal or _____ New**

It is my understanding that the aggregate deduction, when possible, will be calculated for a reduction to my net salary via equal installments per pay period.

If I terminate my employment during the school term, I _____ do hereby authorize said fiscal officer to perform all respective deductions as denoted herein, in full, within my final paycheck.

In executing this request, I do hereby recognize that it is completely binding and cannot be altered, in any manner, during the fiscal year applicable thereto.

Signature _____

Social Security # _____

School _____

**<u>Note to County Office: Please send all payment checks to:</u>**

John J. Cole
Executive Director, WVASSP
264 Ewing Street
Berkley Springs, WV 25411