

TRANSPORTATION EMPLOYEES ASSOCIATION OF MISSOURI
Membership Enrollment and Authorization/Cancellation for Payroll Deduction of Dues
(MISC)

ANNUAL DUES
\$24.00

Semi-Monthly Payroll Deduction

\$1.00 X 24 = \$24

Enrollment

Cancellation

Employee Full Name
(First, Middle Initial, Last) _____

Last 4 digits of SSN _____

Effective Date _____

Expiration Date _____

Deduction Type/Plan **HTEA** _____

Deduction Amount _____

I authorize a deduction from my semi-monthly pay in the amount shown above for employee association membership dues. I am aware a change in dues will automatically adjust my payroll deduction. I understand this authorization will begin a continuous enrollment until I request a cancellation.

I hereby cancel any authorization for the deduction of employee association membership dues from my semi-monthly pay. I understand this will be effective with the next pay period.

I will inform my association chapter's secretary of my pending membership status.

Signature _____

Signature _____

Date _____

Date _____

Home Address (for mailing): _____

1. Enter employee District/Division/Office/Unit.
 2. Enter employee Organization number.
 3. Select payroll deduction – enter information into Miscellaneous Deductions (MISC) on SAM II HR screen.
 4. Select Enrollment or Cancellation box.
 5. Enter employee's full name (first name, middle initial and last name).
 6. Enter last four digits of employee's social security number.
 7. Effective Date – Enter the date the new deduction takes effect.
 8. Expiration Date – Enter the effective date of cancellation.
 9. Deduction Amount – Enter the dollar amount to be deducted from the employee's pay each pay period.
 10. Obtain required signature and date and enter home address for mailing.
- District/Division/Office Unit**
District Business and Benefits Services – Enter information into the system and forward original to the Controller's Division-Payroll Section.
Division/Office/Unit – Forward form to the Controller's Division-Payroll Section for entry.