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**TO: Payroll Office Montague Charter Academy**  
**SUBJECT: Request for Payroll Deduction**

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You are requested and hereby authorized to deduct \$\_\_\_\_\_ per month from my salary for dues or premium to the Association of Educational Office Employees, or any other amount later required by that organization. Please deduct beginning with the next payroll possible, or beginning \_\_\_\_\_ (specify if later date is desired).

*Month of Earnings*

X \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

SSN \_\_\_\_\_

Payroll changes **MUST BE RECEIVED BY THE TENTH OF THE MONTH**; otherwise, effective date is delayed one month.

\_\_\_\_\_  
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