

Name (last, first, middle)	Employee ID#	Location Code/Description
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San Diego Community College District Organization Dues

Organization Name _____ Amount \$ _____

Requested Deduction Effective Date: _____

Click here if:

- Academic Classified
 Deduction is new Deduction is a change Renewing deduction

The San Diego Community College District is hereby authorized to deduct from each of my regular warrants due me as an employee beginning with the warrant for the month indicated above, the sum necessary to pay organizational dues to the organization designated above. The amount of such dues to be deducted shall be in accordance with a schedule submitted by the above-named organization to the San Diego Community College District each year.

I hereby agree to the conditions set below.

Employee signature _____ Date _____

Conditions of Record

The amount so deducted shall be transmitted to the organization designated above and upon remitting the deduction, the San Diego Community College District shall have fulfilled its entire obligation and shall be held harmless in the event of defalcation on the part of the designated organization or any of its employees.

This authorization must be received in Human Resources-Payroll by the first working day of the month in which the deduction is to become effective and will remain in force until cancelled by me in writing.