

Request for Establishment/Change/Cancellation of Voluntary Deduction to the Professional Aviation Safety Specialists

I hereby request that a voluntary deduction be established, changed or cancelled as designated below. I understand that if the action requested is an establishment of a voluntary deduction or a change in the amount currently being deducted, that I am authorizing the amount designated below to be deducted each pay period from my biweekly pay and to be forwarded to the PASS PAC.

Contributions or gifts (including dues) to the above labor organization are not tax deductible as charitable contributions. However, they may be tax deductible under other provisions of the Internal Revenue Service Code.

Signature: _____ Date: _____

Please print or type the following:

Name: _____ Office Phone Number: _____

Social Security Number: _____ FAA Region: _____

Amount to be deducted (biweekly): _____

Action Requested:

- _____ 1. Establish Voluntary Deduction
 - _____ 2. Change Amount Deducted
 - _____ 3. Cancel Voluntary Deduction
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**Payroll Office
Labor Organization Code - Collection Code - Z**

Privacy Act Statement

Section 5526 of title 5 United States code (Allotments and Assignments of Pay) permits Federal agencies to collect this information. This completed form is used to request that labor organization dues be deducted from your pay and to notify your labor organization of the deduction. Completing this form is voluntary, but it may not be processed if all required information is not provided.

This record may be disclosed outside your agency to : 1) the department of the Treasury to make proper financial adjustments: 2) a Congressional office if you make an inquiry to that office related to this record: 3) a court or an appropriate Government agency of the Government is party to a legal suit: 4) an appropriate law enforcement agency if we become aware of a legal violation: 5) an organization which is a designated collection agent of a particular labor organization: and 6) other Federal agencies for management, statistical and other official functions (without your personal identification).

Executive Order 9387 allows Federal agencies to use the social security number as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that payroll deductions cannot be processed.