



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE

**VOLUNTARY PAYROLL DEDUCTION AUTHORIZATION FORM**  
2016 - 2017 School Year

(Please Print)

Name: \_\_\_\_\_ WISE Employee ID # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Department/School: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check appropriate box

ASSOCIATION	PAYROLL USE ONLY	PAY PERIOD AMOUNT	ANNUAL DUES AMOUNT
<input type="checkbox"/> VBEA Teacher (Full-time)	ATFT	29.35	587.00
<input type="checkbox"/> VBEA Teacher (Part-time)	ATPT	15.25	305.00
<input type="checkbox"/> VBEA - Non Teacher (Full-time)	ANTF	15.68	313.60
<input type="checkbox"/> VBEA - Non Teacher (Part-time)	ANTP	8.55	171.00
<input type="checkbox"/> VASSP/NAASP	APSS	26.80	536.00
<input type="checkbox"/> VAESP/NAESP	APES	21.25	425.00

Please note you may also sign up for association dues directly on Employee Self Service at <http://www.vbschools.com/employees> in lieu of using this form.

Deductions take place September through June and continue until **employee** discontinues the deduction via ESS – Employee Self Service. Payroll deductions will begin on the first practical payroll following submission of this form.

This form and the process to be followed are in compliance with School Board Policy 4-32.

I authorize Virginia Beach City Public Schools (VBCPS) to take payroll deductions and to release my name, WISE ID number and work location to the association listed above.

I understand that should I discontinue employment or payroll deductions with Virginia Beach City Public Schools, VBCPS is not responsible for any remaining dues deductions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS: FOR TOCLI USE ONLY 8/22/16 – 8/25/16**  
**FORM EXPIRATION DATE: August 31, 2016**