

District/Functional Unit \_\_\_\_\_

Form A-426 (01/02)

**MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT  
STATE HIGHWAY AND TRANSPORTATION EMPLOYEES ASSOCIATION  
Membership Enrollment and Authorization/Cancellation for Payroll Deduction of Dues  
(MISC)**

**ANNUAL DUES**  
\$24.00

Cash/Check/Money Order  
Semi-Monthly Payroll Deduction

\$1.00 x 24 - \$24.00

Enrollment  
Cancellation

Employee Name	_____	Employee ID (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 employees' 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 my authorization for the deduction of employees' 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 \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_

1. Enter employee District/Functional Unit
1. Select appropriate payment type. If payroll deduction – enter information into Miscellaneous Deductions (MISC) on screen.
1. Select Enrollment or Cancellation box.
1. Enter employee name and ID (ssn).
1. Effective Date – Enter the date the new deduction takes effect.
1. Expiration Date – Enter the effective date of cancellation.
1. Deduction Amount – Enter the dollar amount to be deducted from the employees' pay each pay period.
1. Obtain required signature and date.

**FUNCTIONAL UNIT/ESU**

District ESU – Enter information into the system and forward original to GHQ Controller's Office Payroll Section.  
GHQ Functional Unit – Forward form to GHQ Controller's Office Payroll Section for entry.