



INSTRUCTIONS: To be completed by employee. Please type or print the required information in the spaces below. After completion, the employee should make two copies of this form and process as follows:

Original – Provide to the site Human Resources/Payroll Specialist

Copy 1 – Provide to the benefiting organization

Copy 2 – Retain for your records

Name: _____ Home phone #: (____) _____ - _____

Home address: _____

Social Security #: _____ - _____ Amount to be deducted biweekly: \$ _____

Airport Code _____ Personal email address (optional): _____

Organization to receive
voluntary deduction: **American Federation of Government Employees** Local #: _____

I hereby request that a voluntary deduction be established, changed or canceled as designated below. I understand that if the action requested is an establishment of a voluntary deduction, that I am authorizing the amount designated below to be deducted each pay period from my biweekly pay and to be forwarded to the designated labor organization. I further authorize any change in the amount to be deducted which is certified by the below named labor organization as a uniform change in its dues structure.

- Action Requested (*check one*): 1. **Establish Voluntary Deduction**
2. **Change Voluntary Deduction**
3. **Cancel Voluntary Deduction**

Signature: _____ Date: ____ / ____ / ____

FOR PAYROLL OFFICE USE ONLY

Voluntary Deduction Code = _____ Collection Code = _____

Payroll Office Processing Instructions

Send to:

*Lockheed Martin HR Service Center
Metro Place One, Suite 201
2650 Park Tower Drive
Vienna, VA 22180-7300*

PRIVACY ACT STATEMENT: Authority: 49 U.S.C. § 114(n); E.O. 9387. **Principal Purpose(s):** To request that organization dues or fees be deducted from your pay, and to notify the elected organization of the deduction. **Routine Use(s):** This information may be shared with the Department of Treasury to make proper financial adjustments, to officials of labor organizations as to the identity of employees contributing union dues.

{00261558.DOC} Previous editions of this form are obsolete.