

UNITED STATES  
DEPARTMENT OF AGRICULTURE  
**DUES CHANGE – BETWEEN LOCALS WITHIN A  
NATIONAL LABOR ORGANIZATION**

EMPLOYEE NAME <i>(Last, First, Middle)</i>	SOCIAL SECURITY NUMBER
EMPLOYEE ORGANIZATION NAME	ORGANIZATION CODE
	UNION - LOCAL

**PART I**

I HEREBY REQUEST THAT THE NATIONAL FINANCE CENTER TRANSFER THE ALLOCATION OF DUES DEDUCTION PER PAY PERIOD IN THE AMOUNT OF \$\_\_\_\_\_ TO BE WITHHELD IN MY NAME FOR THE ABOVE DESIGNATED LODGE OR LOCAL TO \_\_\_\_\_.

THIS CHANGE AUTHORIZATION IS TO BECOME EFFECTIVE FOR THE PAY PERIOD DURING WHICH IT IS RECEIVED BY THE NATIONAL FINANCE CENTER.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

**PART II**

I CERTIFY THAT THE EMPLOYEE IDENTIFIED HEREIN IS ELIGIBLE FOR VOLUNTARY PAYROLL WITHHOLDINGS IN ACCORDANCE WITH CHAPTER 71 OF TITLE 5 U.S. CODE.

AGENCY CODE	EMPLOYING OFFICE CODE
1   1	

\_\_\_\_\_  
CERTIFYING OFFICER SIGNATURE

**Privacy Act Statement**

Section 5525 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 be continued, except that the funds be sent to a different local/chapter/lodge within the same labor organization. Completion of this form is voluntary, but it may not be processed if all requested information is not provided.

This record may be disclosed outside your agency to: 1) the Department of 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 if 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 9397 allows Federal agencies to use the social security number (SSN) 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.

Your agency shall provide an additional statement if it uses the information furnished on this form for purposes other than those mentioned above.