

KACTE Payroll Deduction Form

This form applies to any and all wishing to join KACTE (Kentucky Association for Career and Technical Education) who:

- are OCTEST (Office of Career and Technical Education and Student Transition) staff and Area Technology Center personnel (Education Cabinet, Office of Career and Technical Education and Student Transition);
- work for KDE (Kentucky Department of Education); or
- are employed at local school districts that permit KACTE payroll deduction.

This form is to be used to notify your employer of the payroll deduction authorization. Please complete and present to the payroll officer at your department, institution, college, district or school. *A KACTE membership application should be completed by the individual joining the organization and sent to KACTE, P.O. Box 4583, Frankfort, KY 40604-4583. For more information on payroll deduction, this process, or KACTE, please contact KACTE Assistant Executive Director Kristine Stone, 502/223-1823, or by e-mail at kriststone56@gmail.com* Additional forms may be downloaded at www.kyacte.org.

KACTE dues are an authorized payroll deduction of the Kentucky Department of Personnel (through the Education Cabinet; Office of Career and Technical Education and Student Transition, and the Kentucky Department of Education), or permitting local school districts. Local payroll officers should make a copy for local records and forward the original to the central payroll office. [Note: **for Education Cabinet (Kentucky TECH) payroll officers**, the dues will be deducted according to the following codes: Cabinet 51, Utility # 4006; **for KDE, payroll officers** should use the Utility # 4006 to identify KACTE payroll deduction requests.]

KACTE dues are deducted in the following manner:

- For Kentucky TECH/KDE**, equal amounts from the second pay period each month
Affiliate Membership, \$120, \$10.00 per deduction
- For Local Schools/Districts**, equal payouts one time per month
Affiliate Membership, \$120, \$10.00 per month

I hereby authorize the Kentucky TECH/KDE payroll office, or Local School/District personnel or payroll process to deduct KACTE membership dues amounts automatically from my payroll check as noted below. I also authorize deductions of all future dues increases without notice from Kentucky TECH/KDE, or Local School/District. This authorization is to remain in full force and effect unless revoked by me in writing.

Social Security Number _____ Employee Number (if applicable) _____

Employee Name _____

Department, Institution, College, District or School _____

Organization to Receive Dues _____

new enrollment change amounts stop deduction deduction override: \$ _____

Amount of Deduction Authorized

- Kentucky TECH/KDE, Affiliate Membership, \$10.00 per second pay period each month
- Local School/District, \$10.00 per month

Employee Signature _____ Date _____

Date Received by Payroll _____ Date Entered _____

For Kentucky Tech Only – Codes are: Cabinet 51, Utility # 4006

For KDE Only – Code is Utility # 4006

Revised: July 2020