



**VIRGINIA ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS**

1805 Chantilly Street, Richmond · Virginia 23230 · (804) 355-6791 · FAX (804) 355-1196  
Web Address: [www.vaesp.org](http://www.vaesp.org) Email Address: [vaesp0info@gmail.com](mailto:vaesp0info@gmail.com)  
"Serving Elementary and Middle Level Principals"

**Payroll Deduction Authorization Form**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
School Name: \_\_\_\_\_  
School Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
School Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**\*\*\*\*\* Please Note \*\*\*\*\***  
  
Not all School Districts will provide the payroll deduction service for VAESP/NAESP members. **Please contact your payroll department directly to enroll in payroll deduction.**  
  
*If your School District offers payroll deduction for VAESP/NAESP members, please provide them with this completed form and send your membership form to VAESP*

**Please fill in all blanks.**

I, \_\_\_\_\_, hereby authorize and request the \_\_\_\_\_ School Board to deduct a total of **\$425.00 for Principals or \$385.00 for Assistant Principals** from my salary for my dues for the following professional associations, during the current school year.

Virginia Association of Elementary School Principals (VAESP)  
and National Association of Elementary School Principals (NAESP)  
**Principal Membership . . . . . \$425.00**  
**Assistant Principal Membership . . . . . \$385.00**

The dues for VAESP/NAESP are to be forwarded to:

**VAESP**  
**1805 Chantilly Street**  
**Richmond, VA 23230**

Upon signing this form, you are accepting the responsibility to make sure the deductions are being made from your payroll check. **Upon joining, you are obligated to pay the membership dues in full before June 30th** of that membership year. By signing this form, you authorize VAESP to collect the appropriate dues. Thank you for your continued membership and support of VAESP and NAESP.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT THIS FORM TO YOUR PAYROLL ADMINISTRATOR.**  
*This Form is Not Required in Virginia Beach or Fairfax County School Districts.*