Form 1158-1 Help Guide: Voluntary Deduction/Cancellation of AFGE Union Dues

Purpose of this Form: To request that the union dues be deducted from your pay or cancel union dues from being deducted from your pay.

Directions:

1. To help prevent common mistakes that often lead to paperwork rejection, follow along with the 4 checkboxes below as you complete your form.

2. All forms should be the current form from https://www.afge.org/globalassets/documents/1158.pdf

3. After completing, deliver the form using one of the following options:

   - Paper mail Address to:  
     TSA HCAccess HCSC  
     6363 Walker Lane, Suite 400,  
     Alexandria, VA 22310
   - Email: helpdesk@hraccess-mailserver.tsa.dhs.gov
   - Fax: 1-877-872-7993

☐ Section 1) Did you remember to fill out the following mandatory fields?

   - Last Name
   - First Name
   - SSN (last 4 digits)
   - Home Address
   - City
   - State
   - Zip Code
   - Contact number
• Airport code/Office

☐ Section 2) Did you remember to check only one box?

☐ Section 3) The following fields are mandatory for the Union Representative only. The employee does NOT complete this section.

• Amount to be deducted bi-weekly
• Name
• Signature
• Date

ID or Local Number is not required if the eligible employee moves to a position outside the bargaining unit.

☐ Section 4) Did you remember to sign and date the form?
**Questions about this form?**

Please contact the HCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this link. Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday.