

**Human Resources Department
Change in Payroll Deductions**

Employee Name: _____

Employee Number: _____

Date of Request: _____

Please make the following changes to my payroll deductions:

Increase or Decrease Christmas Club to: _____

Payout Christmas Club: _____ Balance in Account

Increase or Decrease (401K) to: _____

Increase or Decrease (457) to: _____

Cancel the following voluntary deductions:

United Way

Cumberland Plaza Parking

Legal Shield

401K

Christmas Club

457

Principal: _____

Other: _____

Guardian: _____

Signature: _____

Print, complete, sign and forward to Human Resources