

# PAYROLL DEDUCTION AUTHORIZATION

I, \_\_\_\_\_, AN EMPLOYEE OF PENSACOLA STATE COLLEGE, AUTHORIZE THE COLLEGE TO START, CHANGE OR CANCEL THE FOLLOWING DEDUCTION AS SPECIFIED:

THIS IS A (CIRCLE ONE):    **NEW DEDUCTION** / **CHANGE** / **CANCELLATION**

\$ \_\_\_\_\_ BI-WEEKLY

REMITTED TO: \_\_\_\_\_

PAYCHECK EFFECTIVE DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

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**FOR HUMAN RESOURCES**

**RECORD UPDATED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**C: EMPLOYEE FILE**

**REV. 10/08**