



Stop Payroll Deduction Form

Instructions: **Print the form, then submit the completed form to Payroll no later than the Friday before payday. You may either Fax the form to 367-3891 – keep the original, or send the original via interoffice mail – keep a copy for your records.**

Questions? **Call Payroll at extension 2148 or 2143**

Employee Name: _____
(PLEASE PRINT)

Social Security Number: _____ - _____ - _____

Employee Number: _____

Please stop my payroll deduction for _____
(Specify - example, life insurance)

in the amount of \$ _____ as of _____ (date).

Signature: _____

Date: _____