



PAYROLL DEDUCTION CHANGE FORM

NAME _____

EMPLOYEE NUMBER (not social security number) _____

DEDUCTION/COMPANY _____

ACTION:

☐ START NEW DEDUCTION Total Deduction Amount

☐ STOP DEDUCTION

Remember to contact company as well.

EFFECTIVE DATE _____

SIGNED

DATE

Comments:

*Company must be on TRSD approved deduction list. According to District Policy DLB, voluntary withholdings for deductions must have Board approval, there must be no fewer than ten employees enrolling in a plan before a new deduction plan is allowed, and five or more employees must be actively participating in an existing program in order for that plan to continue to qualify for a payroll deduction. The District reserves the right to limit the number of TSA programs.