

## Voluntary Deduction Authorization Charitable / Professional Organizations

This form is limited to setting up or changing voluntary payroll deductions to organizations listed on the Charitable or Professional Organization list. This form cannot be used to set up a direct deposit to a bank or credit union, to set up a salary reduction agreement such as a 403(b) or 457(b) or tax sheltered annuity (TSA) account or to purchase a U.S. Savings Bond.

Read Information Box below before completing. Please print or type and ensure all information is provided as omissions can delay processing.

Last Name	First Name	Middle	Personnel Number
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**1. Type of Action**      Select one authorization per form

**A.  New Voluntary Deduction**

Organization Name	\$ Deduction Amount
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**B.  Change Existing Voluntary Deduction**

Organization Name
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**Deduction Amount:**      From Current Amount of \$ \_\_\_\_\_ to New Amount of \$ \_\_\_\_\_

**C.  Cancel Existing Voluntary Deduction**

Organization Name	\$ Deduction Amount
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**2. Authorization**

I hereby authorize the Los Angeles Community College District to:

Initial One

\_\_\_\_\_ deduct from each of my regular salary warrants the amount indicated in Section 1A or 1B above and to remit these deductions to the organization named above without any liability to the Los Angeles Community College District. I understand this authorization shall remain in effect until I submit a new Voluntary Deduction Authorization form changing or canceling this authorization.

\_\_\_\_\_ cancel my previous authorization to the organization named above effective with the payroll calendar.

Month: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ I am a 10 pay employee. Only deduct 10 times even I earn additional summer pay.

Signature	Date (MM/DD/YY)
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**3. Forward Completed Form To: District Payroll Services at the address indicated above.**

**Information For Employee Regarding Voluntary Payroll Deductions**

1. This form is used to authorization deductions from paychecks to designated organizations only. Voluntary deductions to meet other personal financial obligations are not allowed as a voluntary deduction but may be set-up using the Direct Deposit procedure.
2. Authorizations must be received in Payroll Services by the 15th of the month in order to be effective the following month.