

# PAYROLL DEDUCTION AUTHORIZATION

## Florida Department of Education

**\*\*FOR EMPLOYEE USE ONLY\*\***

Attn: Emily Reker  
Post-Tax Benefits Coordinator  
Bureau of Personnel Management

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### START DEDUCTION (Credit Union Deductions Only)

Please start my payroll deduction under code \_\_\_\_\_ for \$\_\_\_\_\_.\_\_\_\_\_ effective with my pay warrant dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

### CHANGE DEDUCTION

Please change my payroll deduction under code \_\_\_\_\_ from \$\_\_\_\_\_.\_\_\_\_\_ to \$\_\_\_\_\_.\_\_\_\_\_ effective with my pay warrant dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

Please change my payroll deduction under code \_\_\_\_\_ from \$\_\_\_\_\_.\_\_\_\_\_ to \$\_\_\_\_\_.\_\_\_\_\_ effective with my pay warrant dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

### CANCEL DEDUCTION

Please stop my payroll deduction under code(s) \_\_\_\_\_ effective with my pay warrant dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
People First ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last 5 of SSN

\_\_\_\_\_  
Email