



Manor Independent School District  
Payroll Deduction Form

This form is required each time you wish to make a change to your scheduled payroll deduction. Payroll is processed up to 3 business days before the check date to guarantee deduction start date, follow due to payroll dates list on the Semi-Monthly Payroll Schedule.

Only changes to the payroll deduction types indicated below will be accepted.

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Select Deduction Type:

Day Care:

Union Dues:

Name of Union: \_\_\_\_\_

Savings Acct:

**Start Payroll Deduction:**

Per Payroll Deduction amount: \$ \_\_\_\_\_ (semi-monthly)

Effective Start date of Deduction (*first payroll to be deducted*): \_\_\_\_\_

Effective End date of Deduction (*final payroll to be deducted*): \_\_\_\_\_

**Stop Existing Payroll Deduction:**

Effective End date of Deduction (*final payroll to be deducted*): \_\_\_\_\_

**Change Amount of deduction:**

Indicate the new per payroll Amount (semi-monthly deduction): \$ \_\_\_\_\_

Updated Deduction Effective date (deducted): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_