



**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 \_\_\_\_\_

DEDUCTION AMOUNT: From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_

Current Amount          New Amount

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 15<sup>th</sup> of the month in order to be effective the following month.