



Manchester Employees' Contributory Retirement System

**APPLICATION TO CHANGE OR STOP AN
EXISTING PAYROLL DEDUCTION
VOLUNTARY ADDITIONAL CONTRIBUTIONS**

To be completed by the employee/participant. This form can only be used to change or stop payroll deductions which were previously authorized.

You cannot use this form to initiate a payroll deduction to the MECRS Additional Contribution Program.

This is to authorize my human resource/payroll representative at the city/school district to **change or stop the current amount of** the payroll deductions of "Additional Contributions" from my weekly salary which are remitted to the Manchester Employees' Contributory Retirement System, for deposit to my account established for that purpose. I understand that changing or stopping deductions may require reasonable time as may be determined by my employer or the MECRS.

I hereby authorize a deduction from my weekly pay in the amount of \$_____.

If you wish to stop deductions entirely, enter zero on the line above.

Signed: _____ Date: _____
Employee/Participant

Part III: (Acknowledgement by HR/payroll department)

Received from the MECRS member on _____.

Change to begin as of _____.

Processed by: _____ Date: _____
Human Resource/Payroll Department

A copy of this completed form should be sent to MECRS. (Fax 624-6342)

(Orig. 01/10/2014)