LOS ANGELES COMMUNITY COLLEGES
PAYROLL SERVICES, 5TH FLOOR
770 WILSHIRE BOULEVARD
LOS ANGELES, CA 90017

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 _____

1. **TYPE OF ACTION** *Select one authorization per form.*

A. ☐ **NEW VOLUNTARY DEDUCTION**

_____ $ _____
Organization Name Deduction Amount

B. ☐ **CHANGE EXISTING VOLUNTARY DEDUCTION**

_____
Organization Name

DEDUCTION AMOUNT: From: $ _____ **TO:** $ _____
Current Amount New Amount

C. ☐ **CANCEL EXISTING VOLUNTARY DEDUCTION**

_____ $ _____
Organization Name Deduction Amount

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)

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.