Knoxville Law Enforcement Federal Credit Union Payroll Deduction

Starting Payroll Deduction
1. Check off your place of employment.
2. Fill in name, Payroll ID #, Employee ID or SSN, and KLEFCU account number.
3. Check "Start new payroll deduction of", enter amount you want deducted, and effective date.
4. Sign and Date and then return the bottom half of this sheet to Knoxville Law Enforcement Federal Credit Union or your Employer. Your entire deduction amount will be deposited as indicated on the Payroll Deduction Authorization form.

Changing Payroll Deduction
1. Check off your place of employment.
2. Fill in name, Payroll ID #, Employee ID or SSN, and KLEFCU account number.
3. Check "Change my payroll deduction from", enter the amount currently being deducted on the first line, and then enter the new amount on the second line, and effective date.
4. Sign and Date and then return the bottom half of this sheet to Knoxville Law Enforcement Federal Credit Union or your Employer. Your entire deduction amount will be deposited as indicated on the Credit Union Deduction Card.

Stopping Payroll Deduction
1. Check off your place of employment.
2. Fill in name, Payroll ID #, Employee ID or SSN, and KLEFCU account number.
3. Check "Cancel my previously authorized deduction.
4. Sign and Date and then return the bottom half of this sheet to Knoxville Law Enforcement Federal Credit Union or your Employer.

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Payroll Deduction Authorization to Knoxville Law Enforcement Federal Credit Union
501 E. Summit Hill Drive, Knoxville Tennessee 37915, (865)522-3900

☐ CITY OFFICER-#10   ☐ CITY CIVILIAN-#20   ☐ RETIRED CITY-BI-WEEKLY-#30

☐ KNOX COUNTY-#50   ☐ E-911-#40   ☐ RETIRED CITY-MONTHLY-#60

EMPLOYEE NAME: _____ PAYROLL ID #: _____

EMPLOYEE ID OR SSN: _____ KLEFCU ACCOUNT NUMBER: _____

☐ Start new payroll deduction of: $ _____ Effective Date: _____

☐ Change my payroll deduction from: $ _____ to $ _____ Effective Date: _____

☐ Cancel my previously authorized deduction

SIGNATURE: _____ DATE: _____

KLEFCU USE ONLY: COMPLETED BY: _____
Show account distribution of total payroll deduction for above member:

ACCOUNT NUMBER	OLD DEDUCTION AMOUNT	NEW DEDUCTION AMOUNT