Stop Payroll Deduction Form

Instructions: Print the form, then submit the completed form to Payroll no later than the Friday before payday. You may either Fax the form to 367-3891 – keep the original, or send the original via interoffice mail – keep a copy for your records.

Questions? Call Payroll at extension 72148

Employee Name: ___________________________________ (PLEASE PRINT)

Colleague Number: ___________________________________

Please stop my payroll deduction for Al's Gym Membership in the amount of $3.23 per pay period ($7/month) as of ______________ (date).

Signature: _______________________________________

Date: __________________________________________