



## West Contra Costa Unified School District-- Payroll Department

1400 Marina Way South, Richmond, CA 94804

Phone: (510) 231-1155

PayrollDepartment@wccusd.net

### REQUEST FOR PAYROLL DEDUCTION

You are requested and hereby authorized to deduct \_\_\_\_\_ per month from my salary for dues or premiums to \_\_\_\_\_, or any other amount later required by that organization.

Specify Organization

Please start this deduction for the month of \_\_\_\_\_, 20\_\_.

Print Employee's Name

ID

Employee's Signature

Date

Payroll changes MUST BE **RECEIVED IN PAYROLL** BY THE **10TH** OF THE MONTH to be effective in that month

Updated 08/2020