

## Voluntary Deduction Update Form

**Instructions:** This form is completed to update an Employee Voluntary Deduction(s). To ensure prompt processing, provide all required information. Submit the completed form for processing. **All fields with the (◀) symbol indicate information is required for processing.** How to complete this form:

1. Click "File" and "Save As;"
2. Save a copy of this Form to your PC;
3. Enter transaction details; and
4. Submit for processing.

**Note:** If this form is completed by the employee, provide employee details in Section 1, sign the Authorization in Section 2, and provide deduction update details in Section 3. If this form is completed on behalf of the employee (*by an authorized contact*), provide employee details in Section 1, deduction update details in Section 3, and sign the Authorization in Section 4. If you submit this form via email, include the following detail in the subject line: <EMPLID or File Number>•<Form Name>•<Date>.

### Section 1: Employee Information

Employee Information			
First Name ▶	Middle Initial	Last Name ▶	Suffix
Employee ID ▶: <input type="text"/>		OR	Employee File Number. ▶: <input type="text"/>
AND			
Company Code (Paygroup): <input type="text" value="8Y2 - ALT - St. Michael"/>			

**Note:** "Employee ID" is a required field. If your "Employee ID" is not displayed on your Pay Statement (under the "Miscellaneous" section), you must provide your "Company Code (Paygroup)" AND "Employee File Number." These are printed in the upper left corner of your Pay Statement.

### Section 2: Employee Authorization

**Authorization:** I authorize Automatic Data Processing, Inc. to make these payroll deductions. The elections that I made will be in effect unless superseded by law, and based on the published pay periods. In the unlikely event of an error, I authorize Automatic Data Processing, Inc. to make adjustments to correct the error.

Employee's Signature: <input type="text"/>	Date of Request (MM/DD/YYYY) ▶ <input type="text"/>
Signature ▶ <input type="text"/>	<input type="text"/>
Email Address ▶ <input type="text"/>	Contact Phone Number ▶ <input type="text"/>

### Section 3: Voluntary Deduction Update Details ▶

1. Select the Deduction Type from the drop-down.
2. Enter the Effective Date of the Voluntary Deduction.
3. Indicate if you want to "Begin" or "End" the Voluntary Deduction.
4. Enter either a Withholding Amount OR a Withholding Percent (*only one*).
5. Enter Deduction Goal Target or the Deduction End Date, if applicable (*only one*).

**Note:** All Voluntary Deductions "Begin" and "End" with your Payroll Calendar. If you select "Begin," your Voluntary Deduction will start with the next payroll cycle. If you select "End," your Voluntary Deduction will stop with the next payroll cycle.

Deduction Type	Effective Date	Select "End" or "Begin"	Withholding Amount (enter a whole amount)	OR	Withholding Percent (enter a whole amount)	Deduction Goal Target (if applicable)	OR	Deduction End Date (if applicable) Note: Not available on PayForce.
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### Section 4: Authorized Representative

Authorized Signature (if applicable): <input type="text"/>	Date of Request (MM/DD/YYYY) <input type="text"/>
Signature <input type="text"/>	<input type="text"/>
Email Address <input type="text"/>	Contact Phone Number <input type="text"/>

Sign your name electronically. For approval purposes, your email with this form attached constitutes your signature and your agreement to the above terms. This form will not be processed without required approval(s) from an authorized contact.