

PAYROLL DEDUCTION AUTHORIZATION

Justice Administrative Commission

****FOR EMPLOYEE USE ONLY****

Attn: Emily Reker
Post Tax Benefits Coordinator
Human Resources Department
227 N. Bronough Street, Ste. 2100
Tallahassee, FL 32301

Fax (850) 413-0009
Phone (850) 413-0008
PostTaxBenefits@justiceadmin.org

START DEDUCTION (Credit Union Deductions Only)

Please start my payroll deduction under code _____ for \$_____._____ effective with my pay warrant dated ____/____/_____.

CHANGE DEDUCTION

Please change my payroll deduction under code _____ from \$_____._____ to \$_____._____ effective with my pay warrant dated ____/____/_____.

Please change my payroll deduction under code _____ from \$_____._____ to \$_____._____ effective with my pay warrant dated ____/____/_____.

CANCEL DEDUCTION

Please stop my payroll deduction under code(s) _____ effective with my pay warrant dated ____/____/_____.

Employee Name

Employee Signature / Date

People First ID#

__xxx__ - __x__ - _____
Social Security Number

Email

