

**Human Resources Department  
Change in Payroll Deductions**

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Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

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**Please make the following changes to my payroll deductions:**

Increase or  Decrease Christmas Club to: \_\_\_\_\_

Increase or  Decrease Great West (401k) to: \_\_\_\_\_

Increase or  Decrease Great West (457) to: \_\_\_\_\_

Increase or  Decrease PEBSCO (457) to: \_\_\_\_\_

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**Cancel the following voluntary deductions:**

Blue Cross/Blue Shield

American Family (Cancer)

Blue Cross (Dental)

United Way

Vision Service Plan

Prepaid Legal

Security Connecticut (Life)

Lincoln Financial

Citizens Security (Accident)

Christmas Club

Colonial Life (Cancer, Accident, Etc)

Other: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print, complete, sign and forward to Human Resources**