

Attn: Karen Virgadamo  
Post Tax Benefits Coordinator  
Fax (850) 488-7534  
Phone (850) 413-0788

**PAYROLL DEDUCTION AUTHORIZATION**  
Florida Department of Elder Affairs

**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

\_\_\_\_\_  
People First ID#

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Bureau of Personnel ~ 2601Blairstone Road ~ Tallahassee, FL 32399-2500

