

Attn: Kristen Mitchell  
Post Tax Benefits Coordinator  
Fax (850) 488-4621  
Phone (850) 414-1331

**PAYROLL DEDUCTION AUTHORIZATION**  
Florida Department of Revenue

**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

Human Resource Services Process ~ 501 S. Calhoun St. ~ Carlton Bldg., Room 343M ~ Tallahassee, FL 32399-0100



CAPITAL ADMINISTRATIVE SERVICES, INC.