

Attn: Kristen Mitchell  
Post Tax Benefits Coordinator  
Fax (850) 617-5116  
Phone (850) 617-3298

**PAYROLL DEDUCTION AUTHORIZATION**  
Florida Department of Highway Safety & Motor Vehicles

**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 Services ~ 2900 Apalachee Pky., MS30 ~ Neil Kirkman Bldg., Room A413 ~ Tallahassee, FL 32399-0500



CAPITAL ADMINISTRATIVE SERVICES, INC.