

Attn: Anne Marie Everton  
Post Tax Benefits Coordinator  
Fax (850) 410-1870  
Phone (850) 717-4559  
Employee\_benefits@dcf.state.fl.us

**PAYROLL DEDUCTION AUTHORIZATION**  
Florida Department of Children & Families

**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#

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

\_\_\_\_\_  
Email

Office of Human Resources ~ 1317 Winewood Blvd. ~ Bldg. 1, Room 133A ~  
Tallahassee, FL 32399-0700

