Port Jervis Educational

Foundation

"Building a brighter future for the children of Port Jervis, one child at a time."

Payroll Deduction Plan for PJCSD Employees

Name:

Home Address:

City, State and Zip:

School Building:

Telephone Number: /   -

Email Address

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MAKE DONATION

I authorize the PJCSD to **deduct** the following amount per pay period for a donation to the Port Jervis Educational Foundation.

Amount $ per paycheck   Effective Date:

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CHANGE DONATION AMOUNT

I request the PJCSD **change** my payroll deduction to the Port Jervis Educational Foundation to the new amount listed below:

Amount $ per paycheck   Effective Date:

****

STOP DONATION

I request the PJCSD **stop** making payroll deductions to the Port Jervis Educational

Foundation from my paycheck.

Amount $ per paycheck   Effective Date:

****

Signature: Date:

Please send this form to the payroll department in the business office.