

TO: Payroll Department

RE: Credit Union Payroll Deduction

Please change my existing credit union deduction from \$ _____ per pay period to \$ _____ per pay period. I wish this change to be effective on or about _____, 201__.

Employee Signature

Print Name

Date

Note to Employees: Requests for changes to payroll deductions must be received by the Payroll Department a **minimum of seven days** before the day paychecks are issued. Requests received after that date will be reflected on the next available paycheck. Thank you in advance for your understanding and cooperation.