
TO: Payroll Office Long Beach Unified School District
SUBJECT: Request for Payroll Deduction

You are requested and hereby authorized to deduct \$_____ per month from my salary for dues or premium to the You Run This Town Foundation, or any other amount later required by that organization. Please deduct beginning with the next payroll possible, or beginning _____ (specify if later date is desired).

Month of Earnings

X _____ (Signature) _____ (Date)

SSN _____

Payroll changes **MUST BE RECEIVED BY THE TENTH OF THE MONTH**; otherwise, effective date is delayed one month.

PRINT NAME

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