TO: **Payroll Office** Cerritos Community College

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 - 1124___, 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; other-   _____
wise, effective date is delayed one month.   **PRINT NAME**