Faculty/Staff Payroll Cancelation Request:
Temporary employees are not eligible for payroll deduction.

Last Name: ___________________ First Name: ______________ Middle Initial: ___

KSU ID #: _________________________________
Extension: _______________ Email: ________________________________

Payroll deduction cancelation date: _____________ Payroll deduction Amount: $ __________

Previous Payroll Deduction Frequency (Check one below):
Monthly _______ Biweekly _________ One-time Deduction _________

I am a benefits-eligible Kennesaw State University employee and I hereby request that Kennesaw State University cancel the deduction for Recreation or Recreation and EFC Membership Dues from my paycheck as indicated above.

I understand that requests submitted after the 20th of the month, will not be processed until the following month as to not interfere with payroll processing.

___________________________________________
Signature and Date

Sports Rec. Staff Use Only:

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<thead>
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<tbody>
<tr>
<td>SRAC/43REC (Kennesaw)</td>
<td>MCREC/43RAC (Marietta)</td>
<td>EFC/43FIT</td>
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<tr>
<td>$______</td>
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Payroll Deduction Change [ ] Payroll Deduction Cancellation [ ] Effective Date ________________