



**Faculty/Staff Payroll Cancellation 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 20<sup>th</sup> 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:

SRAC/43REC (Kennesaw) \$ _____	MCREC/43RAC (Marietta) \$ _____	EFC/43FIT \$ _____
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Payroll Deduction Change  Payroll Deduction Cancellation  Effective Date \_\_\_\_\_