

# Liberty ISD Education Foundation 2022 – Payroll Deduction

Help us help you! Of all people, we think you understand and support our efforts to help Liberty ISD students through innovative teaching grants. This is a voluntary way you can help.

## Payroll Services - Payroll Deduction Authorization Form (Liberty ISD Business Office)

Complete this form to initiate, change, or terminate deductions from your paycheck.

### Employee Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Employee ID \_\_\_\_\_ LISD E-mail \_\_\_\_\_

### Campus Information

- San Jacinto Elementary
- Liberty Elementary
- Liberty Middle School
- Liberty High School
- Cafeteria, Transportation and Support Staff
- Administration Bldg.

**Deduction Information** Name of Deduction ..... Liberty ISD Education Foundation

### What would you like to do?

- Initiate a deduction    Terminate a deduction    Change a deduction

### Dollar Amount to Deduct

\$1/paycheck    \$3/paycheck    \$5/paycheck    \$10/paycheck    \$20/paycheck

or other \_\_\_\_\_

### Employee Authorization

1. I hereby authorize the Liberty ISD Payroll office to initiate, terminate, or change a payroll deduction, as appropriate, based on my selection above.
2. I understand that if I am terminating a payroll deduction, the deduction might still be taken during the current payroll cycle due to the time needed to process the termination.
3. I understand that, if I am changing a payroll deduction, the change might not take effect during the current payroll cycle due to the time needed to process the change.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR PAYROLL USE ONLY

Entered By \_\_\_\_\_ Date \_\_\_\_\_

**Return this completed form to ...**

Liberty ISD Business Office  
1600 Grand Ave. Liberty, TX 77575  
Phone: 936-336-7231 E-mail: smsmith@libertyisd.net

8-2022