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**Payroll Deduction Election, Change, Termination Form
for
Pre-Kindergarten (PK)**

1. EMPLOYEE INFORMATION

Name (Last) _____ (First) _____	
Munis ID _____	
Phone _____	Email Address _____
Initiate Payroll Deduction <input type="checkbox"/>	Terminate Payroll Deduction <input type="checkbox"/> Change Payroll Deduction <input type="checkbox"/>

2. INFORMATION ON CHILDREN

Child's Name (First, Last)	Location # (see instructions)	Annual Tuition \$5,355 – 1 st child, \$4,355 2 nd child
TOTAL ANNUAL TUITION		

3. Election of Semi-monthly Payroll Deduction Amount:
 Date of First Payroll Deduction: _____ Date of Last Payroll Deduction will be **MAY 16**. If late receipt of this form by the payroll department does not allow for the deduction to start on time, the missed deduction/s will process after May 16.
 Total times the deduction will process: _____
 Semi-Monthly deduction amount (total annual tuition/number of deductions): _____. I authorize this amount to be payroll deducted each pay date for the specified time period.

 Parent/Employee Signature _____ Date _____

4. Termination /Change of Payroll Deduction:
 Termination/change event date: _____ Payroll change date _____ TERM _____ CHANGE _____
 Reason: _____

Payroll deductions will only be terminated after all incurred charges have been paid.

 Approved by Pre-K/Childcare/Afterschool Care Director _____ Date _____

FOR PAYROLL USE ONLY

EMPLOYEE # _____ CODE: _____

INSTRUCTIONS

Part 1: Employee Information: Complete all information

Part 2: Information on Children:

Column 1: Enter child's first and last name.

Column 2: Enter the location number for the facility the child will attend from the following list:

■ *Locations:*

131 – Bear Blvd

124 - Cedar Brook

103 – Edgewood

130 – Lion Lane

108 – Meadow Wood

121- Nottingham

109 – Memorial Drive

112 – Rummel Creek

113 – Shadow Oaks

119 - Sherwood

132 – Tiger Trail

115 – Valley Oaks

118 - Wilchester

128 – Wildcat Way

995 – Zebra Zone

102 – Lion's Club Afterschool Care

Column 3: Enter the amount of tuition owed for each child. Add tuition amounts for each child and fill in 'Total Annual Tuition'.

Part 3: Election of Semi-Monthly Payroll Deduction:

This form should be delivered to the payroll department AT LEAST 9 DAYS before the date of the first payroll deduction. If not, the initial payroll deduction may be delayed and the final payroll deduction extended beyond May 16.

Part 4: Terminations/Changes:

For termination of payroll deduction, the facility Director will determine that all tuition due has been paid before approving the termination. Please provide the reason for termination. Notice of change or termination must be in advance allowing Spring Branch ISD reasonable opportunity to act on it.

Change in tuition deduction can occur for a variety of reasons, but must be approved by the facility Director. Please provide the reason for making a change.

Other Information:

Payroll deduction is the required form of tuition payment for all employees. (No checks).

Payroll deductions will not be made for Registration Fees.

Payroll deductions will be on an after-tax basis.