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**Payroll Deduction Election, Change, Termination Form
CHILDCARE**

EMPLOYEE INFORMATION

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

PLEASE MAKE ELECTIONS ON PAGE 2 BEFORE COMPLETING THIS SECTION

Child's Name (First, Last)	Daily Rate	# Days in year	Annual Tuition	# Paydays	Deduction /Payday
TOTALS					

3. Election of Semi-monthly Payroll Deduction Amount:
 Date of First Payroll Deduction: _____ Date of Last Payroll Deduction _____. If late receipt of this form by the payroll department does not allow for the deduction to start on time, the missed deduction/s may be processed after June 1 or the amount of each deduction will be adjusted.
 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. I understand that I must provide the center with 30 days notice of withdrawal and pay a \$100 withdrawal fee. *If my child stops attending without notice, tuition will continue to be payroll deducted for 30 days along with a \$100 withdrawal fee.*

 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 -Childcare Director Date

FOR PAYROLL USE ONLY

EMPLOYEE # _____ CODE: _____

DISTRICT PROVIDES FOOD (2017/2018)						
Age (as of September 1st)	Daily Rate District Provides Food	Annual Tuition (188 Days)	Deduction per Pay Period 19 Payments 9/1 - 6/1	Elect	Deduction per Pay Period 24 Payments 9/1 - 8/16	Elect
6 weeks - 10 months	\$ 47.00	\$ 8,836.00	Parent always provides food - make election below			
10 months - 12 months	\$ 47.00	\$ 8,836.00	\$ 465.05		\$ 368.17	
13 months - 23 months	\$ 45.00	\$ 8,460.00	\$ 445.26		\$ 352.50	
2 - 3 year olds	\$ 43.00	\$ 8,084.00	\$ 425.47		\$ 336.83	
Pre-K before and after	\$ 24.00	\$ 4,512.00	\$ 237.47		\$ 188.00	
Pre-K before	\$ 11.00	\$ 2,068.00	\$ 108.84		\$ 86.17	
Pre-K after	\$ 16.00	\$ 3,008.00	\$ 158.32		\$ 125.33	
Drop-Ins/Part-Time	\$ 52.00	\$ 9,776.00	\$ 514.53		\$ 407.33	
Food	Parent of students old enough to receive school lunches may opt out of food program annually, and their tuition will be reduced by \$3.60 per day. This must be done on a yearly basis and does not include infants.					
Registration	\$100.00					
Tuition is based on age of child as of September 1st and remains the same for the entire year						

PARENT PROVIDES FOOD (2017/2018)						
Age (as of September 1st)	Daily Rate Parent Provides Food	Annual Tuition (188 Days)	Deduction per Pay Period 19 Payments 9/1 - 6/1	Elect	Deduction per Pay Period 24 Payments 9/1 - 8/16	Elect
6 weeks - 10 months	\$ 47.00	\$ 8,836.00	\$ 465.05		\$ 368.17	
10 months - 12 months	\$ 43.40	\$ 8,159.20	\$ 429.43		\$ 339.97	
13 months - 23 months	\$ 41.40	\$ 7,783.20	\$ 409.64		\$ 324.30	
2 - 3 year olds	\$ 39.40	\$ 7,407.20	\$ 389.85		\$ 308.63	
Pre-K before and after	\$ 24.00	\$ 4,512.00	\$ 237.47		\$ 188.00	
Pre-K before	\$ 11.00	\$ 2,068.00	\$ 108.84		\$ 86.17	
Pre-K after	\$ 16.00	\$ 3,008.00	\$ 158.32		\$ 125.33	
Drop-Ins/Part-Time	\$ 48.40	\$ 9,099.20	\$ 478.91		\$ 379.13	
Food	Parent of students old enough to receive school lunches may opt out of food program annually, and their tuition will be reduced by \$3.60 per day. This must be done on a yearly basis and does not include infants.					
Registration	\$100.00					
Tuition is based on age of child as of September 1st and remains the same for the entire year						

PAYROLL DEDUCTION is the required form of tuition payment for all employees and will be on an after-tax basis.

REGISTRATION FEES are not payroll deducted and must be paid by check or money order.