

MEMORANDUM
People and Culture



TO: 1. Children's Centre
2. People and Culture

SUBJECT: PRE-TAX SALARY DEDUCTIONS: COMMUNITY CHILDREN'S CENTRE

DATE:

Please cease deductions from my pre-tax salary for payment of child care fees. Last deduction to occur on pay period ending / / for:

NAME (PRINT): _____

SIGNED: _____

SCHOOL: _____

STAFF NO: _____

DATE: _____

COMMUNITY CHILDREN'S CENTRE USE ONLY

Delete 6240 (pre-tax regular) 6245 (pre-tax sessional)

Prepared: _____ Date: _____

PEOPLE AND CULTURE USE ONLY

RECUR PAYMENTS/DED (INFO TYPE 14)	
WAGE TYPE	CEASE DEDUCTION – END DATE
6240 (pre tax regular)	/ /
6245 (pre-tax sessional)	/ /
6800 (admin charge)	/ /

Input:
Date:

Checked: