

St. Cloud Area Schools is proud to partner with District 742 Local Education and Activities Foundation (LEAF), a fully independent, non-profit organization for the purposes of promoting and enhancing school based, extracurricular activities and educational opportunities in District 742 Public Schools. If you would like to make a donation to LEAF by payroll deduction, please complete the authorization form below and return it to the Human Resources Office at the DAO. For more information about LEAF, visit www.leaf742.org.

PAYROLL DEDUCTION AUTHORIZATION FORM

Employee Information:

First Name	MI	Last Name
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Home Address	City	State	Zip
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School Site	Work Phone	Work Email Address
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- Initiate Payroll Deduction
- Terminate Payroll Deduction
- Change Payroll Deduction

1. I hereby authorize St. Cloud Area School District 742 to initiate a payroll deduction, terminate a payroll deduction, or change a payroll deduction to LEAF, as appropriate based on the box I have checked above.
2. I understand that if I am initiating or changing a payroll deduction, the deduction may not be made if I have insufficient income in a pay period to cover this and all other required and authorized deductions, and will not hold St. Cloud Area School District 742 liable for any deductions not made.
3. I understand that if I am changing or terminating a payroll deduction, the change or termination of the deduction may not take effect during the current payroll cycle due to the time needed to process the change or the termination, and will not hold St. Cloud Area School District 742 liable for any deduction made. It will be my responsibility to collect from the organization any overpayment that may result or pay to the organization any short payment that may result.

Dollar amount to be deducted each pay period:

For changes only, current dollar amount to be deducted each pay period:

Employee Signature	Date
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For Payroll Use Only: _____

Received By	Date
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