

# St. Cloud Area School District 742

Prepare. Engage. Educate. Empower. Inspire.

St. Cloud 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 Business Services Office at the DAO. For more information about LEAF, visit [www.leaf742.org](http://www.leaf742.org).

## PAYROLL DEDUCTION AUTHORIZATION FORM

Employee Information:

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First Name

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Last Name

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Home Address

City

State

Zip

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School Site

Work Phone

Work Email Address

Initiate Payroll Deduction     Terminate Payroll Deduction     Change Payroll Deduction

1. I hereby authorize St. Cloud 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 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.

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I would like my contribution to go to the LEAF Activities Participation Fund

*This new fund helps disadvantaged youth participate in the student activities programs in District 742 by covering some of the costs for physicals, essential equipment for participation, transportation and other costs directly related to individual student participation. This fund received a significant gift from Liberty Bank and will begin making grants this fall.*

I would like my contribution to go to the LEAF Endowment

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Dollar amount to be deducted each pay period:

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

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Employee Signature

Date

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For Payroll Use Only:

Received By

Date