

**Mutual Benefit Association (MBA) Payroll Deduction Authorization Form**

**This form is used to stop the MBA deduction for Ohio and Kentucky employees. Deduction code is MBADUE.**

*Note: Changes will be applied to the next available paycheck***.**

**Note: No applications for new membership will be accepted after 12/31/2020**

Submission Instructions:

* Open an eService request from the Portal > myHR > MyPay > Have More Questions? > Pay > Submit a Request
* Submit a Request
* Select ***Payroll*** topic
* Select ***Deductions*** subtopic
* Attach completed form to the eService request – click on to add an attachment
* Click Submit

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| --- | --- |
| Name: |       |
| Worker ID (not SSN): |       |

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| Select appropriate action: |

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| [ ]  |  |
| [ ]  | Stop Deduction |

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| Select chapter: |

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| [ ]  | 22-Beckjord | [ ]  | 90-Kentucky |
| [ ]  | 94-Blue Grass | [ ]  | 34-Material & Repair |
| [ ]  | 20-East Bend | [ ]  | 65-Office |
| [ ]  | 30-Electric Meter | [ ]  | 25-Substation |
| [ ]  | 15-Gas Engineering | [ ]  | 37-Underground |
| [ ]  | 84-General Engineering |  |  |
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Payroll Use Only: MBADUE (Worktag is Chapter above)