

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

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

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Select appropriate action: | |  |  | | --- | --- | |  | Add Deduction ($1.25) | |  | Stop Deduction | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Select chapter: | |  |  |  |  | | --- | --- | --- | --- | |  | 22-Beckjord |  | 54-Materials Mgmt | |  | 94-Blue Grass |  | 34-Material & Repair | |  | 52-Energy Marketing |  | 21-Miami Fort | |  | 20-East Bend |  | 45-Middletown | |  | 28-Electric Dist Eng |  | 65-Office | |  | 30-Electric Meter |  | 40-Overhead | |  | 70-Finance |  | 25-Substation | |  | 01-Gas |  | 58-Transportation | |  | 15-Gas Engineering |  | 37-Underground | |  | 84-General Engineering |  | 23-Zimmer | |  | 90-Kentucky |  | 61-Information-Gen Svc | |

Payroll Use Only: MBADUE (Worktag is Chapter above)