

**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)