

**Payroll Deduction Authorization Form
For Commerce Occupational Health Organization**

Date: _____

I, _____, authorize the Management Service Center to deduct \$15.50 bi-weekly for membership dues for the Commerce Occupational Health Organization.

Personnel Office

Bureau*

Last 4 Digits of Social Security Number

Office Telephone No.

Signature

***For ITA employees, please specify whether FCS or HQ Staff.**

Payroll Deduction Terms

(Please read carefully)

In the event that your payroll deduction form takes longer than two weeks to be processed, you will be billed for any missed pay periods. This is also true in the event that you are dropped from the system for any reason other than cancellation.

It is the responsibility of all members who cancel their membership to file the proper cancellation paperwork. You will be responsible for monitoring your earning statement to verify that the allotment to The Fitness Center has been canceled. The paperwork will take approximately two pay periods to be processed. Any further deduction over this amount up to three months will be refunded by COHO.