Fort Berthold Community College  
P. O. Box 490  
New Town, ND  58763

PAYROLL DEDUCTION FORM

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<thead>
<tr>
<th>Name</th>
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<tr>
<th>Department</th>
<th>Vendor Name</th>
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Payroll deductions will take effect the pay week following receipt of a signed Payroll Deduction Form by the Business Department. Any termination of payroll deductions whether temporary or permanent will also require a signed notification to the Business Department. There is a $2.00 service charge per voluntary deduction, with a maximum charge of $10.00 per pay period.

**Type of Deduction:**

- [ ] Voluntary
- [ ] Mandatory

**Biweekly Amount**  

**Start Date**

**Total Amount**

**Estimated End Date**

**Deduction Description/Explanation**

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Employee’s Signature: __________________________ Date: __________________________

Payroll Technician’s Signature: __________________________ Date: __________________________

CFO’s Signature: __________________________ Date: __________________________

Revised 06/05/06-SLS