EMPLOYEE PAYROLL DEDUCTION REQUEST
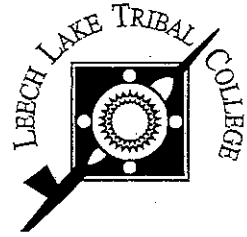
√	Action (check 1)
	Start (new request)
	Change request
	Stop deduction request
	Resume deduction request

Leech Lake Tribal College will only allow the following payroll deductions:

√	Type of deduction (check 1)
	Housing deduction
	Bank Loan
	Child Support
	Day Care
	Capital Campaign
	U.S. Savings Bond Program
	Travel Closeout
	Book Store
	Tuition and Fees
	Due College
	Housing Deduction

I, _____ request that the following deduction be taken out of my payroll check.

Deduction will be paid to (print name of payee/business name)	Amount to be deducted from each paycheck	$
Payee street address	Maximum amount to be deducted (total deduction)	$
Payee city, state, zip		
Payee phone		

_____   _____   _____
Employee Signature   Date   Social Security Number

_____   _____
Payroll Signature   Date

Revised August 2004