PAYROLL DEDUCTIONS
ADD & DROP FORM

Print Employee Name ____________________________  Employee Banner ID Number ________________

Pay Schedule: _____Bi-weekly - 26 periods       _____ Monthly - 12 periods

ADD Miscellaneous Payroll Deductions:       Effective date ________________

_________________________________       Amount per pay _________    Limit _________
Name/Type of Deduction**

_____ 529 Savings Account       Amount per pay $ _________
   (Must submit a copy of the 529 enrollment form)

DROP Payroll Deductions:       Effective date ________________

_____ Presidential Partners**
_____ United Way
_____ Cancer ________________________________ (carrier)
_____ Life Insurance ____________________________ (carrier)
_____ 3 month LTD buy-up
_____ Dependent Life Insurance
_____ Wellness Center  __Self  __Spouse  __Family  __Other__________

_____ Miscellaneous Payroll Deduction:
_____ Teachers’ Retirement*  (read and initial below)

*Per IRS regulations, I CANNOT withdraw contributions made to Teachers’ Retirement on a pre-tax basis until I actually terminate employment with the University. Contributions previously made on an after-tax basis are eligible for repurchase upon request, subject to Oklahoma Teachers’ Retirement System guidelines.

**Full-time, non classified members who opt out of TRS under OAC 715:10-11-2 may revoke their election and return to TRS participation. Providing, however, that such a member is not eligible to redeposit the account withdrawn under OAC 715:10-11-2 or purchase credit for service performed after termination of membership and re-instatement of membership.

**Send copy of all Presidential Partner add/drops to UCO Foundation, Box 133.

Employee Signature ____________________________  Date ________________
Revised 09/16/13