

## CREDIT UNION PAYROLL DEDUCTION APPLICATION (MISC)

- Enrollment
- Modification
- Cancellation

Employee Status

- Active (A)
- Retired (R)

Employee Name \_\_\_\_\_ Effective Date \_\_\_\_\_

Employee ID (ssn) \_\_\_\_\_ Expiration Date \_\_\_\_\_

Deduction type / plan **D5CU** \_\_\_\_\_ Semi-Monthly Deduction (A) \_\_\_\_\_

Monthly Deduction (R) \_\_\_\_\_

C. U. Member Signature \_\_\_\_\_ Date \_\_\_\_\_

C. U. Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Enter employee District, Functional Unit, or Troop.
2. Select the appropriate boxes for Enrollment, Modification or Cancellation, and Employee Status.
3. Enter employee name and ID (ssn).
4. Effective date – Enter the date the deduction begins or a change in deduction takes place.
5. Expiration Date – Enter the date the deduction expires, if applicable.
6. Enter Deduction Type/Plan – D1 CU, D2 CU, D3 CU, D4 CU, D5 CU, D6 CU, D7 CU, D8 CU, D9 CU, D10CU, JCHCU (J.C.CU), MSCU (Mo.State CU). If employee status is “active”, enter semi-monthly deduction. If employee status is “retired”, enter monthly deduction.
7. Deduction Amount – A dollar amount needs to be entered to indicate the amount to be deducted from the employee’s pay for each pay period.
8. Obtain required signatures and date.

After being certified by a C. U. representative, forward to the Employee Pay Location (District Employee Service Unit (ESU)/General HQ Controller’s Office Payroll Section/Patrol’s Budget and Procurement Division).

For Retirees: Forward to the General HQ Benefits’ Office Retirement Section.  
District ESU – Enter information into system and forward original form to GHQ Controller’s Office Payroll Section.