



ELAC Foundation Office (CC-201N)
1301 Avenida Cesar Chavez, Monterey Park, CA
91754 Office: (323) 265-8901 • Fax: (323)
260-8197

PAYROLL DEDUCTION PLAN

Join the ELAC Payroll Deduction Plan through the ELAC Foundation to help the college grow scholarship and program support. Your tax deductible contribution can be automatically deducted from your pay check 10 months out of the year. No deductions take place for the months of July and August.

Part I Complete the Foundation Payroll Deduction Form in order to:

- Select the fund or scholarship you wish to support
- Receive the Foundation year-end tax deduction letter
- Be recognized as an ELAC Foundation Donor

Part II Complete the LACCD Voluntary Deduction Authorization Form in order to officially authorize the automatic monthly deduction and the dollar amount to be deducted.

*Full Name: _____

*Office / Department: _____

*Work phone: _____ Home phone _____

*Mailing Address: _____

*E-mail: _____

Print your name as you would like it to appear in publications: _____

☐ I do not wish to have my name published.

I would like my payroll deduction contributions to be designated to the:

Direct Student Support

Transforming Lives Campaign

Services to include assistance with:

- Food
- Housing
- Transportation
- Clothing
- Digital Divide
- Financial Assistance
- Other emergency needs that affect Student Success

Unrestricted Foundation Fund

Other- Please type the name of the Scholarship below:

Signature: _____

Date: _____

Part III Complete the Payroll Deduction Plan along with the Voluntary Deduction Authorization form and **mail both** forms to the **ELAC Foundation Office** at 1301 Avenida Cesar Chavez, Monterey **or email them to ashakha@elac.edu** for further processing. The deduction will take place on your following monthly pay check stub.



LOS ANGELES COMMUNITY COLLEGES
PAYROLL SERVICES, 5TH FLOOR
770 WILSHIRE BOULEVARD
LOS ANGELES, CA 90017

VOLUNTARY DEDUCTION AUTHORIZATION CHARITABLE / PROFESSIONAL ORGANIZATIONS

This form is limited to setting up or changing voluntary payroll deductions to organizations listed on the Charitable or Professional Organization list. This form cannot be used to set up a direct deposit to a bank or credit union, to set up a salary reduction agreement such as a 403(b) or 457(b) or tax sheltered annuity (TSA) account or to purchase a U.S. Savings Bond.

Read Information Box below before completing. Please print or type and ensure all information is provided as omissions can delay processing.

Last Name _____ First Name _____ Middle _____ Personnel Number _____

1. **TYPE OF ACTION** Select one authorization per form.

A. ☐ **NEW VOLUNTARY DEDUCTION**

East Los Angeles College Foundation

Organization Name

\$

Deduction Amount

B. ☐ **CHANGE EXISTING VOLUNTARY DEDUCTION**

East Los Angeles College Foundation

Organization Name

DEDUCTION AMOUNT: From: \$

To: \$

Current Amount

New Amount

C. ☐ **CANCEL EXISTING VOLUNTARY DEDUCTION**

\$

Organization Name

Deduction Amount

2. **AUTHORIZATION:**

I hereby authorize the Los Angeles Community College District to:

Initial One

_____ deduct from each of my regular salary warrants the amount indicated in Section 1A or 1B above and to remit these deductions to the organization named above without any liability to the Los Angeles Community College District. I understand this authorization shall remain in effect until I submit a new Voluntary Deduction Authorization form changing or canceling this authorization.

_____ cancel my previous authorization to the organization named above effective with the payroll calendar.

Month _____

Year _____

_____ I am a 10 pay employee. Only deduct 10 times even I earn additional summer pay.

Signature _____

Date (MM/DD/YY) _____

3. **FORWARD COMPLETED FORM TO:** District Payroll Services at the address indicated above.

INFORMATION FOR EMPLOYEE REGARDING VOLUNTARY PAYROLL DEDUCTIONS

1. This form is used to authorization deductions from paychecks to designated organizations only. Voluntary deductions to meet other personal financial obligations are not allowed as a voluntary deduction but may be set-up using the Direct Deposit procedure.
2. Authorizations must be received in Payroll Services by the 15th of the month in order to be effective the following month.