

## PAYROLL DEDUCTION FORM

- Use this form if you want to authorize deductions from your paycheck to be automatically contributed to your MPACT Account(s) or to change a prior authorization. MPACT payments are after tax.
- Please review the checklist below on completing the Payroll Deduction Authorization.
- If you have any questions when completing this form, call us toll-free in Mississippi at 1-800-987-4450, Monday-Friday, 8 a.m. to 5 p.m. CT.
- **It is the responsibility of the MPACT Purchaser to ensure completion and set up of payment arrangements. You must make payments by check until you are notified that your automatic payments have been set up.**

### Section I: Employer Information

Employer Name: \_\_\_\_\_

Payroll Contact Name: \_\_\_\_\_

Employer Contact Phone: \_\_\_\_\_

- I hereby authorize the above Employer to take a payroll deduction for my MPACT account. This authority shall remain in full force and effect until the Employer has received written notification from me or its termination in such time and in such manner as to afford the Employer and the Depository a reasonable time to act on it.

### Section II: Employee Information

Employee Name (First, MI, Last): \_\_\_\_\_

Employee Phone Number: (\_\_\_\_) \_\_\_\_\_  Hourly Employee  Salary Employee

Employee Social Security Number: \_\_\_\_\_

Beneficiary Name (First, MI, Last): \_\_\_\_\_

MPACT Account Number: \_\_\_\_\_ Deduction Start Date: \_\_\_\_\_

Monthly Deduction Amount (equal to or greater than your MPACT monthly payment): \_\_\_\_\_

**NOTE:** A separate authorization agreement needs to be completed for each MPACT account. Please refer to your participation and Payment schedule to verify when payroll deduction should begin. MPACT payments are due in full the 1<sup>st</sup> day of each month and are late after the 15<sup>th</sup> day of each month.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Section III: Employee Checklist

- Has your employer agreed to offer Payroll Deductions for MPACT?
- Have you made a copy of this form for your records?
- Have you given a completed copy of this form to your payroll office?
- Have you sent the completed original form to MPACT?

#### NOTICE

Purchasers who knowingly supply fraudulent documentation will be subject to penalties defined in the MPACT Master Contract and other civil and criminal penalties as provided by law.



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