

Montpelier Public School

6. Payroll Deductions:

Any employee, who wants to change their deductions, needs to contact their company to make the change. Then bring in a signed authorization form (describing change to be made), to the business manager so she/he can make the change to their payroll. No changes will be made without the signed paperwork, and the district will not be responsible for any changes prior to the receipt of the paperwork. Signed authorization form will remain on file.