

# City of San Antonio Payroll Deduction Form

Employee Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

Personnel Area (Dept) \_\_\_\_\_

Please mark one of the following:

**Recurring Deduction** (0014)

**One Time Deduction** (0015)

Effective Date\* \_\_\_\_\_

Deduction Name/Type (available on COSA Web) San Antonio Park Police Officer's Association

Dollar Amount \$ \_\_\_\_\_

\* For deductions effective prior to first pay period in SAP, these must be calculated and processed as one time deduction to catch up payment.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Information provided by: \_\_\_\_\_ Date \_\_\_\_\_

Entered and Authorized by: \_\_\_\_\_ Logon \_\_\_\_\_ Date \_\_\_\_\_