

# PAYROLL DEDUCTION CHANGE SHEET

## Example

**PRIOR DEDUCTIONS LIST:**

|             |             |           |
|-------------|-------------|-----------|
| Adams, Barb | XXX-XX-XXXX | \$ 50.00  |
| Jones, Tony | XXX-XX-XXXX | \$ 35.00  |
| Marks, Jill | XXX-XX-XXXX | \$ 25.00  |
| Olson, Ted  | XXX-XX-XXXX | \$ 40.00  |
| Smith, Sara | XXX-XX-XXXX | \$ 200.00 |
| Tally, Bill | XXX-XX-XXXX | \$ 50.00  |
|             |             | \$ 400.00 |

**CURRENT DEDUCTIONS LIST:**

|             |             |           |
|-------------|-------------|-----------|
| Adams, Barb | XXX-XX-XXXX | \$ 50.00  |
| Barnes, Al  | XXX-XX-XXXX | \$ 120.00 |
| Jones, Tony | XXX-XX-XXXX | \$ 60.00  |
| Olson, Ted  | XXX-XX-XXXX | \$ 40.00  |
| Smith, Sara | XXX-XX-XXXX | \$ 200.00 |
| Tally, Bill | XXX-XX-XXXX | \$ 100.00 |
|             |             | \$ 570.00 |

Below is a correctly completed CHANGE SHEET for the above-listed deductions:


| ACCOUNT #<br>(Optional) | NAME<br>(Please print) | SOCIAL SECURITY # | START     | STOP     |
|-------------------------|------------------------|-------------------|-----------|----------|
|                         | Barnes, Al             | XXX-XX-XXXX       | \$ 120.00 | \$       |
|                         | Jones, Tony            | XXX-XX-XXXX       | \$ 60.00  | \$ 35.00 |
|                         | Marks, Jill            | XXX-XX-XXXX       | \$        | \$ 25.00 |
|                         | Tally, Bill            | XXX-XX-XXXX       | \$ 100.00 | \$ 50.00 |
|                         |                        |                   | \$        | \$       |
|                         |                        |                   | \$        | \$       |

**Company Balancing**

|                       |    |                  |
|-----------------------|----|------------------|
| Last Payroll Amount   | \$ | <u>400.00</u>    |
| Plus Total Starts     | +  | \$ <u>280.00</u> |
| Minus Total Stops     | -  | \$ <u>110.00</u> |
| This Payroll Amount = | \$ | <u>570.00</u>    |

**FOR CREDIT UNION USE ONLY**

|                                     |                      |                          |
|-------------------------------------|----------------------|--------------------------|
| Total 803.9's<br>Last Payroll _____ |                      | Group # _____            |
| New 803.9's _____                   | + Added Starts _____ | = Last Group Total _____ |
| 803.9 Stops _____                   | (Previous 803.9's)   | = Total Starts _____     |
| Total 803.9's<br>This Payroll _____ |                      | = Total Stops _____      |
|                                     |                      | = New Group Total _____  |

 **CENTRAL CREDIT UNION OF ILLINOIS**  
 Bank on the Difference • www.centralcu.org  
 1001 Mannheim Road, Bellwood, IL 60104  
 (708) 649-6454 • (708) 649-6449 Fax

Worked By: \_\_\_\_\_ Posted By: \_\_\_\_\_ Date: \_\_\_\_\_

Notice that the "Company Balancing" calculation confirms that the total current deductions amount (\$570.00 in the example) is correct. It also verifies that all changes that have occurred since the prior payroll have been accounted for.

Please continue to send us the list showing each individual's deduction amount so that we can resolve any discrepancies that may arise.

Payroll should be sent to Central Credit Union Of Illinois, 1001 Mannheim Road, Bellwood, IL 60104. If you have any questions, please call our Accounting Department at (708) 649-6454.

# PAYROLL DEDUCTION CHANGE SHEET

Company Name: \_\_\_\_\_ Check #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext. \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_ Employee Pay Date: \_\_\_\_\_

| ACCOUNT #<br>(Optional) | NAME<br>(Please print) | SOCIAL SECURITY # | START | STOP |
|-------------------------|------------------------|-------------------|-------|------|
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |
|                         |                        |                   | \$    | \$   |

**Company Balancing**

Last Payroll Amount    \$ \_\_\_\_\_  
 Plus Total Starts      +   \$ \_\_\_\_\_  
 Minus Total Stops     -   \$ \_\_\_\_\_  
 This Payroll Amount =   \$ \_\_\_\_\_

|                                     |   |                             |
|-------------------------------------|---|-----------------------------|
| <b>FOR CREDIT UNION USE ONLY</b>    |   | Group # _____               |
| Total 803.9's<br>Last Payroll _____ |   | = Last Group<br>Total _____ |
| New 803.9's _____                   | + Added Starts _____<br><small>(Previous 803.9's)</small> | = Total Starts _____        |
| 803.9 Stops _____                   |   | = Total Stops _____         |
| Total 803.9's<br>This Payroll _____ |   | = New Group<br>Total _____  |
| Worked By: _____                    | Posted By: _____  | Date: _____                 |