

District/Functional Unit/Troop _____

Org Number _____

**Missouri Department of Transportation
CREDIT UNION PAYROLL DEDUCTION APPLICATION
(MISC)**

- Enrollment
- Modification
- Cancellation

- Employee Status**
- Active (A)
 - Retired (R)

Employee Full Name
(First, Middle Initial, Last) _____

Last 4 digits of SSN _____

Effective Date _____ **Expiration Date** _____

Deduction type / plan D7 CU **Semi-Monthly Deduction (A) \$** _____

Monthly Deduction (R) \$ -----

C. U. Member Signature X **Date** _____

C. U. Representative Signature _____ **Date** _____

1. Enter employee District, Division, Office, Unit, or Troop.
2. Enter employees Organization code.
3. Select the appropriate boxes for Enrollment, Modification or Cancellation, and Employee Status.
4. Enter Employee's full name (first name, middle initial and last name).
5. Enter last four digits of employee's social security number.
6. Enter Deduction Type/Plan – D1 CU, D2 CU, D3 CU, D4 CU, D5 CU, D6 CU, D7 CU, D8 CU, D9 CU, D10CU, FFCU (FIRST Financial Credit Union, Jefferson City). If employee status is "active", enter semi-monthly deduction amount. If employee status is "retired", enter monthly deduction amount.
7. Deduction Amount – Enter the dollar amount to be deducted from the employee's pay for each pay period.
8. Effective Date – Enter the date the deduction begins or a change in deduction takes place.
9. Expiration Date – Enter the date the deduction expires, if applicable.
10. Obtain required signatures and dates.

After being certified by a C. U. Representative, forward to the Employee Pay Location (District Employee Service Unit (ESU)/General HQ Controller's Office Payroll Section/Patrol's Budget and Procurement Division).

For Retirees: Forward to MoDOT & Patrol Employees' retirement System (MPERS).

District SSM – Enter information into system.

Division/Office/Unit – Forward to the Controller's Division-Payroll Section.