



CANCELLATION OF PAYROLL DEDUCTION HUMAN RESOURCES SERVICE GROUP

Employee Support Services Unit | One Washington Square | San José, CA 95192-0046

408-924-1700 | 408-924-1701 (fax)

Instructions: Please print using blue or black ink. Complete and return to Payroll Services, 0046.

DATE:

TO: State Controller's Office
Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878

FROM: San José State University
Payroll Services
One Washington Square
San José, CA 95192-0046

SUBJECT: CANCELLATION OF PAYROLL DEDUCTION (ONLY FOR CHARITABLE CONTRIBUTIONS)

Please cancel the following:

Effective Pay Period: (Month/Year) _____

Deduction Code: _____

Deduction Amount: _____

Signature

Date

Name (Please Print):		
Employee ID Number:	Phone:	
Department/College:		
Home Address:		
City:	State:	Zip: