

**KNOX COUNTY SCHOOLS**  
**TAX SHELTER PAYROLL DEDUCTION/CHANGE AUTHORIZATION**

***This authorization will remain in effect until a new authorization is filed, until termination of employment, until employee's net check is insufficient to cover the deduction, or until the beginning of a leave of absence.***

Employee \_\_\_\_\_  
First Middle Initial Last

Social Security or Employee # \_\_\_\_\_ School/Location \_\_\_\_\_

Position/Job Title \_\_\_\_\_ Effective Date for Deduction or Change \_\_\_\_\_

- Pay Period:     12 (teachers, assistants, secretaries, principals, substitute, etc.)  
                   21 (food service and security)  
                   26 (custodians and maintenance)

Name of Company \_\_\_\_\_ Payroll Deduction # \_\_\_\_\_  
*Employee must complete all required vendor information.*

Current Deduction Amount Per Pay Period \$ \_\_\_\_\_ New Deduction Amount Per Pay Period \$ \_\_\_\_\_

***Knox County Schools makes no representation regarding advisability or appropriateness of particular vendors or investments. In accordance with the terms and conditions of the Knox County Schools Tax Shelter Plan or 457 Plan, I hereby authorize Knox County Schools to deduct the above amount from my earnings or cancel the deduction amount for the above tax sheltered plan. I understand that if I want to cancel or change this payroll deduction I must do so in writing by completing a new form before the payroll deadline in order for the cancellation to be effective. I understand that if I enroll or change my enrollment in a 457 plan it will take place the month following the receipt of the form in accordance with IRS regulations.***

***I understand that changes can only be made from September 1<sup>st</sup> to June 5<sup>th</sup> for employees working on a 200-day or less contract (teachers, assistants, security, food service, etc.). Employees working on a 221-day contract (principals, bookkeepers, etc.) may make changes August 1<sup>st</sup> to June 5<sup>th</sup>. This is due to the fact that all summer checks are processed in June. I understand that there may be additional paperwork required by the company in order to set up my account appropriately or to make changes to my plan. These forms should be obtained directly from the company. Knox County Schools cannot answer questions about the company's paperwork, policies or practices or supply company forms.***

***If the account is not set up appropriately it may result in the money being returned to the employee as taxable income.***

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**AGENT INFORMATION**

403(b)     457    Vendor # \_\_\_\_\_ Vendor Name \_\_\_\_\_

Agent \_\_\_\_\_ Comments/Notes \_\_\_\_\_

**Return form to: Knox County Schools, Employee Benefits Office, AJ Building, 3rd Floor**

**P.O. Box 2188, Knoxville, TN 37901-2188**

**Employee Benefits Office Use Only:**

Employee # \_\_\_\_\_ Date Form Received by Employee Benefits \_\_\_\_\_

Current Deduction Amount \$ \_\_\_\_\_ New Deduction Amount \$ \_\_\_\_\_

Entered on Payroll \_\_\_\_\_ By \_\_\_\_\_ Date of Last Deduction \_\_\_\_\_  
Date Employee Benefits Staff Member

- Reason:    Retirement    Leave of Absence    Resignation    Employment Termination    Employee Request    Death  
               Other \_\_\_\_\_