

**Neiman Marcus Group Employee Federal Credit Union
Payroll Deduction Request Form**

To authorize and initiate payroll deductions, please indicate the dollar amounts you wish to have deducted from your payroll each pay period. Please **DO NOT** send your change request until you are actually ready for us to make the change. We are unable to hold requests for a future date. All changes are processed upon receipt.

PLEASE NOTE: Each new form completely over-rides any previous requests. So if you are requesting a change for only one account type you will need to complete any amount you want directed to existing accounts. For example, if you already have deductions going into your savings and/or club accounts and you now need to allocate funds for a loan payment, you will need to fill out ALL lines and total your deductions at the bottom.

You can send your completed form via interoffice mail, US mail, or by fax to **214-573-5912**.

Print Name _____

Store No.

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 Daytime Phone _____ ext _____

Employee No.

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I authorize the paymaster of Neiman Marcus Group to deduct from my pay:

\$ _____ for TOTAL Loan Payments

\$ _____ for Regular Savings

\$ _____ for Christmas Club

\$ _____ for 30-30 Account

\$ _____ for other account(s)

Please specify: _____

TOTAL Deduction to my Credit Union account is \$ _____

I attest that this deduction directive will remain in effect for each pay period until further notice.

Signature _____ Effective ____/____/____.

Credit Union Use Only

CU Employee Initials _____ Request received on ____/____/____

Entered to payroll system on ____/____/____ Effective for payroll beginning ____/____/____