

TO: Amy J. Lane, Town Accountant

FROM: _____

DATE: _____

RE: Payroll Deductions

Please stop my payroll deduction for _____

effective with the payroll period ending _____.

Please increase my payroll deduction for _____

to \$ _____ effective with the payroll period ending
_____.

Please decrease my payroll deduction for _____

to \$ _____ effective with the payroll period ending
_____.