



### **Voluntary Benefits Deduction Change Form**

Manheim Township has several benefits which include a voluntary reduction of wages. This form can be used to change those voluntary deductions in which an employee is already enrolled. You cannot use this form to begin a new deduction, a separate enrollment form is required to start a new deduction.

I, \_\_\_\_\_, hereby authorize Manheim Township to change my voluntary  
(Print Employee Name)  
deduction amount(s) to the following:

Health Savings Account: \$ \_\_\_\_\_ OR \_\_\_\_\_ %/pay

457 Deferred Compensation Account: \$ \_\_\_\_\_ OR \_\_\_\_\_ %/pay

Roth IRA Deferred Compensation Account: \$ \_\_\_\_\_ OR \_\_\_\_\_ %/pay

Changes will be processed on the next payroll after receipt unless otherwise indicated. Forms received after the Wednesday before payroll will be processed on the next payroll.

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Employee Signature

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Date

Office Use
HR Dept Received _____
HR Dept Processed _____
Processed By _____