



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.

Employee Signature

Date

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