

CITY OF MILWAUKEE PAYROLL DEDUCTION AUTHORIZATION

INSTRUCTIONS

Submit this completed form by the Monday following the last day of the pay period for each new hire, termination, change on tax withholding, or change in deductions. Sworn should submit when there is a union change. Changes received late will be processed with the next pay period with no adjustment for the previous period.

NEW HIRES or REHIRES: Complete the following sections: **General Information, Employee Name, Withholding Tax Data, and Union Code.**

TERMINATIONS: Complete the following sections: **General Information, Type of Termination and Employee Name.**

CHANGES: Complete the following sections: **General Information, Employee Name, Withholding Tax Data (if applicable), union code (if applicable), political contributions (if applicable), and combined giving (if applicable).**

	EFFECTIVE	TYPE OF AUTHORIZATION (X)- CHOOSE ONE						
	PAY PERIOD	NEW HIRE	TERM	CHANGE	DEPT.	LOCATION NO.	EMPLOYEE ID (6 Digit)	
GENERAL INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
TYPE OF TERMINATION (1)	RETIREMENT <input type="checkbox"/>		RESIGNATION <input type="checkbox"/>		DISCHARGE <input type="checkbox"/>		OTHER:	
	Eff Date:		Eff Date:		Eff Date:		Eff Date:	
EMPLOYEE NAME	ENTER NAME AS IT APPEARS ON THE EMPLOYEE'S SOCIAL SECURITY CARD (MUST BE EXACT)							
	COMPLETE BOTH THE FEDERAL AND STATE BOXES TO REFLECT PROPERLY COMPLETED W-4/WT-4 FORMS							
WITHHOLDING TAX DATA FROM W-4/WT-4 (2)	NUMBER OF WITHHOLDING ALLOWANCES OR EXEMPT			EXEMPT?				
		SINGLE	MARRIED					HEAD OF HOUSEHOLD
	FEDERAL W-4							
STATE WT-4								
UNION CODE/ POLITICAL CONTRIBUTIONS (3)	UNION CODE				POLITICAL CONTRIBUTIONS		FIRE (X)	POLICE (X)
		USE 2-DIGIT NUMERIC CODE ONLY DO NOT USE LOCAL NO. OR NAME			\$			
COMBINED GIVING/ UPAF/VISIONS (3)	COMBINED GIVING AMOUNT		UPAF AMOUNT		TYPE OF VISIONS DEDUCTION		VISIONS AMOUNT	
	\$		\$				\$	
NAME OF PAYROLL CLERK			PHONE NUMBER			DATE PREPARED		

(1) Eligible retirements are entitled to terminal leave, vacation, TVA, SLCIP and compensatory time buyouts; also special payment buyouts as required by sworn union contracts. Resignations are entitled to vacation, TVA, SLCIP and compensatory time buyouts; also special payment buyouts as required by sworn union contracts. Discharged employees are entitled to compensatory time buyouts and select special payment buyouts as required by sworn union contract. Final paychecks must be received by the employee 30 days after the last day at work. Negative balances must be adjusted as soon as employee or department announces termination.

(2) Signed W-4/WT-4 form must be attached to this form. A W-4 does not update state tax withholding. A WT-4 does not affect federal withholdings. Out-of-state residents will have WI state income tax withheld. If reciprocity applies between the resident's state and WI, then applicable reciprocity form, if desired, must be attached.

(3) If employee wants to terminate select deductions, like political contributions or charity, they must submit request in writing. Please attach documentation (e-mail is acceptable). If employee wants to add or change deductions, assure the signed pledge/authorization form is attached.