

## Missouri Department of Transportation CREDIT UNION PAYROLL DEDUCTION APPLICATION (MISC)

- Enrollment
- Modification
- Cancellation

- Employee Status
- Active (A)
  - Retired (R)

Employee Full Name  
(First, Middle Initial, Last) \_\_\_\_\_

Last 4 digits of SSN \_\_\_\_\_

Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Deduction type / plan **D1 CU** Semi-Monthly Deduction (A) \_\_\_\_\_

Monthly Deduction (R) \_\_\_\_\_

C. U. Member Signature \_\_\_\_\_ Date \_\_\_\_\_

C. U. Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Enter employee District, Division, Office, Unit or Troop.
2. Enter employee Organization number.
3. Select the appropriate boxes for Enrollment, Modification or Cancellation, and Employee Status.
4. Enter employee's full name (first name, middle initial and last name).
5. Enter last four digits of employee's social security number.
6. Enter Deduction Type/Plan – D1 CU, D2 CU, D3 CU, D4 CU, D5 CU, D6 CU, D7 CU, D8 CU, D9 CU, D10CU, FFCU (First Financial Credit Union, Jefferson City). If employee status is "active", enter semi-monthly deduction amount. If employee status is "retired", enter monthly deduction amount.
7. Deduction Amount – Enter the dollar amount to be deducted from the employee's pay for each pay period.
8. Effective date – Enter the date the deduction begins or a change in deduction takes place.
9. Expiration Date – Enter the date the deduction expires, if applicable.
10. Obtain required signatures and dates.

After being certified by a C. U. representative, forward to the Employee Pay Location (District Business and Benefits/ Controller's Division-Payroll Section/ Patrol's Budget and Procurement Division).

For Retirees: Forward to MoDOT & Patrol Employees' Retirement System (MPERS).  
District SSM – Enter information into system.  
Division/Office/Unit – Forward to the Controller's Division-Payroll Section.