

DeSoto Parish School Board

Payroll Deduction Change Form

Signature of Employee _____ Date Signed _____

Social Security Number _____

Address Change

Email Address Change _____

Phone Number Change _____

Please Check the Appropriate Box Below to Add or Drop a Payroll Deduction

***Cancer Insurance**

Add	Drop	Amount of Deduction
<input checked="" type="checkbox"/> OE	<input type="checkbox"/>	\$ _____

29 - American Public Life

Tax Shelter Annuity 403 (b) See link below or DPSB website

Mass Mutual TSA	Horace Mann TSA
Ameriprise TSA	National Life Group TSA

Disability

Add	Drop	Amount of Deduction
<input checked="" type="checkbox"/> OE	<input type="checkbox"/>	\$ _____

31 - Cigna

Contact Plan Administrator

First Financial Inc. 1-800-523-8422 Ext. 7454

[403\(b\) Salary Reduction Agreement form](#)

Dues

Add	Drop	Amount of Deduction
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

07 - LAE/DAE Dues
09 - LASE Dues
10 - LFT/DFT Dues

***Group Medical Insurance** See link below or DBSB website

17 - Medical (self-funded)

[Medical enrollment form](#)

***Health / ICU Supplement**

Add	Drop	Amount of Deduction
<input checked="" type="checkbox"/> OE	<input type="checkbox"/>	\$ _____

25 - American Public Life

***Group Dental Insurance** See link below or DBSB website

30 - Dental (self-funded)

[Dental enrollment form](#)

Life Insurance

Add	Drop	Amount of Deduction
<input checked="" type="checkbox"/> OE	<input type="checkbox"/>	\$ _____
<input checked="" type="checkbox"/> OE	<input type="checkbox"/>	\$ _____
<input checked="" type="checkbox"/> OE	<input type="checkbox"/>	\$ _____

18 - Protective Term Life
23 - Protective Universal Life
51 - Horace Mann Life

Group Life Insurance See link below or DBSB website

27 - Life Insurance (self-funded)

[Life beneficiary designation form](#)

Miscellaneous

Add	Drop	Amount of Deduction
<input checked="" type="checkbox"/> OE	<input type="checkbox"/>	\$ _____

11 - United Way

Other Changes - please list below:

**Participation in these payroll deductions are regulated by the IRS Section 125 Program and may be pre-taxed. Employees can only drop these deductions in the case of a change in family status or other qualifying event.*

OE - the deduction can only be added during Open Enrollment in September.

All payroll deduction changes must be received by the Payroll Department no later than the 10th day of each month.