



<input type="checkbox"/> Preliminary Request for Audit
<input type="checkbox"/> Final Request for Processing

## REQUEST FOR PAYROLL AND VOLUNTARY DEDUCTION WARRANTS

District: \_\_\_\_\_ Payroll Type: \_\_\_\_\_ Total Gross: \_\_\_\_\_  
 Request Date: \_\_\_\_\_ Run Date: \_\_\_\_\_ # of Employees Paid: \_\_\_\_\_  
 Total EE Voluntary Deductions (PAY620): \_\_\_\_\_ # of Zero Net Warrants: \_\_\_\_\_

REPORT	DESCRIPTION	ABBRV.	AMOUNT
PAY510 Prelist	Deductions	DED	
PAY510 Prelist	TSA Contributions	TSA	
PAY620 Vol-Ded #8700	Add'l FIT	AFIT	
PAY620 Vol-Ded #8600	Add'l SIT	ASIT	
PAY620 Vol-Ded #8204	Add'l PERS	APERS	
PAY620 Vol-Ded #8214	Add'l PERS (tax deferred)	APERS	
PAY620 Vol-Ded #8100	Add'l STRS	ASTRS	
PAY620 Vol-Ded #8110	Add'l STRS (tax deferred)	ASTRS	
PAY620 Vol-Ded #8112	STRS Required Adjustment	ASTRS	
PAY620 Vol-Ded #2100	STRS EE Excess Refund	STRSRFD	

Warrant Distribution:  Mail & Bill District for Postage  Send w/ Courier  District will Pickup on \_\_\_\_\_  
Date

Special Warrant Distribution Instructions or Requests for Warrants to be Held:

I have reviewed my prelist and find it to be accurate and ready for processing. EE's w/WC Adjustments:

Payroll Technician Signatures: \_\_\_\_\_ # of WC Employees: \_\_\_\_\_  
 \_\_\_\_\_ # of WC Employees: \_\_\_\_\_  
 \_\_\_\_\_ # of WC Employees: \_\_\_\_\_

Based upon the Payroll Technician(s) review and our internal audit, I am authorizing our district payroll to be processed as indicated above.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY USE ONLY:**

Date Received: _____	CRD132 (Credential Audit)	<input type="checkbox"/>	<input type="checkbox"/>
Date Audited: _____	PAY 290 (New EE's)	<input type="checkbox"/>	<input type="checkbox"/>
Audited By: _____	PAY 512 (Exceptions/Warnings)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Verified No Negative Taxable Gross	PAY 620 Vol-Ded Summary	<input type="checkbox"/>	<input type="checkbox"/>