



**Manchester Employees' Contributory Retirement System**

**APPLICATION TO CHANGE OR STOP AN  
EXISTING PAYROLL DEDUCTION  
VOLUNTARY ADDITIONAL CONTRIBUTIONS**

**To be completed by the employee/participant. This form can only be used to change or stop payroll deductions which were previously authorized.**

**You cannot use this form to initiate a payroll deduction to the MECRS Additional Contribution Program.**

This is to authorize my human resource/payroll representative at the city/school district to **change or stop the current amount of** the payroll deductions of "Additional Contributions" from my weekly salary, which are remitted to the Manchester Employees' Contributory Retirement System, for deposit to my account established for that purpose. I understand that changing or stopping deductions may require reasonable time as may be determined by my employer or the MECRS.

I hereby authorize a deduction from my weekly pay in the amount of \$ \_\_\_\_\_.  
(If you wish to stop deductions entirely, enter zero on the line above.)

\_\_\_\_\_  
Employee/Participant (print name)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee/Participant

**Part III: (Acknowledgement by HR/payroll department)**

Received from the MECRS member on \_\_\_\_\_.

Change to begin as of \_\_\_\_\_.

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource/Payroll Department

**A copy of this completed form should be sent to MECRS. ( Fax 624-6342 )  
(Orig. 01/10/2014-revised 04/08/2022)**