

Georgia Department of Human Resources

**Authorization for Payroll Deduction
for Purchase of Discounted Gwinnett County Transit Tran cards**

Revised 9-2-03

I authorize the Department of Human Resources to make payroll deductions from my salary for the pay period ending on the 15th of each month for the purchase of discounted GCT Tran cards. I understand that as long as this authorization remains in effect I will receive a monthly GCT Trans card on or after the 25th day of the month for use in the subsequent month.

Until such time as the price of the monthly Trans card is changed by GCT, the amount to be deducted is \$100.00. If the price of the Trans card is changed I understand that I will be responsible for the difference between the amount deducted and the price of the card. Also if the price of the Trans card is changed I must complete an updated "Authorization for Payroll Deduction for Purchase of Discounted Gwinnett County Tran cards."

I further understand that I am responsible for notifying the DHR Office of Financial Services Payroll Subsection in writing of changes to this authorization, and that changes must be received by that Office prior to the cut-off date for payroll changes which affect the pay period ending the 15th of each month.

Typed or Printed Name

Signature

Date

Employee ID Number

Check Locator Number

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