



290 First Street
P.O. Box 100
Gervais, Oregon 97026-0100
Phone: (503) 792-3803
FAX: (503) 792-3809
www.gervais.k12.or.us

Within our growing, diverse community, we sow the seeds of opportunities to raise prepared, resilient students.

Automatic Payroll Deduction Form – 09/01/2023

Employee/Parent’s Name: _____

Child’s Name: _____

RE: Preschool Payment Plan

As a Gervais School District employee, it is required that you pay for your Gervais School District’s preschool monthly payments with an automatic payroll deduction. This authorization form needs to be signed, dated and returned to the business office by the 8th of September. Please sign this form as an authorization for the amount to be deducted and begin date.

I authorize the Gervais School District to make an Automatic Payroll Deduction from my monthly paycheck, in payment of my monthly preschool bill, payable to the Gervais School District’s Preschool Program.

Please begin this automatic deduction with the September 2023 payroll.

September 2023-June 2024 Monthly Deduction Amount: **\$733.60**

Amount reflects the monthly payment due after the \$100/per child deposit is made, deposit is required to reserve your spot in the program.

Employee’s/Parent’s Signature: _____

Date: _____

(Business Office Only) Mid-Year Changes:

Effective: _____ (mo./yr.) to _____ (mo./yr.) Date Received by Payroll: _____

Number of Payments: _____

Revised Monthly Amount: \$ _____ /month

Revised total amount due for _____ school year: \$ _____

I agree to the above noted changes to my monthly automatic payroll deduction for childcare at GSS: _____
Employee initials GSD Childcare Program
Coordinator Initials

This institution is an equal opportunity provider. Esta institución ofrece igualdad de oportunidades