Reset Form

Michigan Department of Treasury
2614 (Rev. 12-25)

Michigan Education Trust Payroll Deduction Authorization

Complete this form if your employer is willing to process payroll deductions to the Michigan Education Trust (MET). **Once this form has been processed, MET will send you additional instructions.** If you have any questions, call 800-638-4543 or email TreasMET@Michigan.gov.

(Use one form for each MET contract)

☐ New Payroll Deduction Request ☐ Change Deduction Request ☐ Stop Deduction Request	Contract Number (if known)

PAYROLL DEDUCTION TYPE

☐ State of Michigan Employee ☐ Direct Deposit ☐ Other

GENERAL INFORMATION

Employee Name (Last, First, M.I.)	Last four of Employee Social Security Number
Employee Home Address	Employee E-mail Address
Home Telephone Number	Business Telephone Number
Beneficiary Name (Last, First, M.I.)	Last four of Beneficiary Social Security Number

EMPLOYER INFORMATION

Company/Employer Name	Employee I.D. Number
Employer Address	Name of Human Resource Contact
E-mail of Human Resource Contact	Telephone Number of Human Resource Contact

PAYROLL DEDUCTION AMOUNT

1. Enter the payroll deduction amount (enter here and in Authorization section below)	$
2. Next pay date (start date of payroll deduction may be next payroll).....	(MM/DD/YYYY)
3. Pay frequency (weekly, bi-weekly, semi-weekly [twice per month], monthly, other).....	

CHANGE OR STOP PAYROLL DEDUCTION

I hereby request and authorize my employer to ☐ Change Deduction ☐ Stop Deduction

from my earnings each pay period for my Michigan Educations Trust Contract.

Current Deduction $ _____ New Amount $ _____

AUTHORIZATION

I hereby request and authorize my employer to deduct $ _____ from my earnings each pay period for transmittal to the Michigan Education Trust. This authorization is revocable by me upon written notice to my employer and MET. I also authorize MET to correct and notify me of any error made on this form.

Signature	Date

MAIL COMPLETED FORM TO:
Michigan Education Trust
PO Box 30198
Lansing MI 48909

Fax: 517-763-0124
Email: TreasMET@Michigan.gov