

**MANCHESTER EMPLOYEES' CONTRIBUTORY RETIREMENT SYSTEM
APPLICATION FOR PAYROLL DEDUCTION
VOLUNTARY ADDITIONAL CONTRIBUTIONS**

Part I : (To be completed by the MECRS office)

This is to certify that _____ has complied with the requirements of Chapter 218:9, III Laws of 1973 as amended and all relevant sections of MECRS Administrative Rule 6 dealing with voluntary "Additional Contributions". As such, this individual is qualified to contribute additional amounts to their pension account to fund a supplemental annuity upon retirement.

Signed: _____ Date: _____
MECRS Representative

Part II: (To be completed by the employee/participant)

This is to authorize my human resource/payroll representative at the city/school district to begin post tax payroll deductions of "Additional Contributions" from my weekly salary and to remit such deductions to the Manchester Employees' Contributory Retirement System for deposit to my account established for that purpose. I understand that I must submit another application in order to change or stop such deductions and that reasonable time as may be determined by my employer or the MECRS may be required to start or stop these deductions or enact changes.

I herby authorized the deduction from by weekly pay in the amount of \$_____.

Signed: _____ Date: _____
Employee/Participant

Part III: (Acknowledgement by HR/payroll department)

Received from the MECRS on _____.

Deductions to begin as of _____.

Processed by: _____ Date: _____
Human Resource/Payroll Department

A copy of this completed form is to be returned to MECRS