

CREDIT UNION DEDUCTION

Allegany College employees can have a payroll deduction taken each pay and deposited directly into a credit union account. This service can be of particular benefit to individuals paid over less than a twelve-month basis, because it provides a method to set aside part of each pay to cover expenses between school years. In general, you may start or change this deduction only through the credit union at the beginning of each school year. The deduction will continue as long as you are employed at the College, or until the Finance Office is notified in writing through the credit union to discontinue the deduction.

Procedure

1. Open an account at one of the following credit unions:

Allegany County Teachers' Federal Credit Union
14316 National Highway SW
LaVale, MD 21502
301-729-8015

CCSAC
215 Paca Street
Cumberland, MD 21502
301-722-5522

2. Complete the credit union deduction authorization card available at the credit union.
3. Return your completed authorization card to the Payroll Officer, of the Allegany College Finance Office staff.
4. The Finance Office will start your credit union deductions effective the payroll period after the credit union deduction authorization card is received by the Payroll Officer.