

MESSA OptionALL

Employment Status Change

Employee name _____
First
Middle
Last

Social security number _____

School district where you are employed _____

REASON	EFFECTIVE DATE	LAST PAYROLL DATE	TOTAL CONTRIBUTIONS
<input type="checkbox"/> Termination of employment	_____	_____	_____
<input type="checkbox"/> Retirement	_____	_____	_____

REASON	EFFECTIVE DATE	SUSPEND PAYROLL DEDUCTIONS	
		FROM	TO
<input type="checkbox"/> Leave of absence*	_____	_____	_____
<input type="checkbox"/> Position change*	_____	_____	_____
<input type="checkbox"/> Other _____	_____	_____	_____

District authorized signature _____

Date _____

*The MESSA Legal and Compliance Department requires written notification of any change in employment status or suspension of payroll deduction dates. Please complete this form with the date changes and forward it to MESSA. For more information or any inquiries, please call 800.890.0393.