



# *MBA Bank PACs - Payroll Deductions*

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## Implementing Payroll Deduction in Your Bank

### INSTRUCTIONS FOR PAYROLL STAFF

- Your bank is permitted to use payroll deduction to collect contributions for MBA PACs.
- Assign a deduction code to MBA PAC contributions as you would with any other deduction, e.g, medical, 401k, etc., verifying the correct PAC name. PAC contributions do not qualify as pre-tax deductions. Once the deduction code has been assigned, enter the amount being contributed per pay period.
- For employees who choose to participate in MBA PACs through payroll deduction, please send an initial list of contributors that includes the following information.
  - Name, address, employer, title, contribution date and amount (subsequent deductions need only include name, date, and amount).
  - Your bank's payroll deduction contact should send deductions from employee's payroll for PAC contributions in aggregate by ACH, wire transfer to MBA PAC account, or a check bundling the deductions, within 10 days of the pay period, to the following address.
  - For wire transfers, please contact Cassie Stone at 573-636-8151 or [cstone@mobankers.com](mailto:cstone@mobankers.com) for the necessary account and routing numbers.

MBA Political Action Committees

Attn: Accounting

PO Box 1122

Jefferson City, MO 65102

- Any employee who wishes to discontinue their payroll deduction contribution to an MBA PAC must provide a written statement to your payroll deduction staff. Otherwise, the contribution should be deducted regularly from the employee's paycheck.
- Please note payroll deduction may also be used for contributions to MBA's State or Regional PACs. Simply follow the same procedure as above using the correct PAC name. All bank employees may be solicited for contributions to the State or Regional PACs.

### FOR MORE INFORMATION

Contact Emily Lewis, MBA vice president, legislative and advocacy programming, at 573-636-8151 or [elewis@mobankers.com](mailto:elewis@mobankers.com).



# Payroll Deduction Authorization

## Voluntary Payroll Deduction Contributions for MBA Bank PACs

By signing this form, I acknowledge that this deduction is not tax deductible, is strictly voluntary and will be used for political purposes. In addition, Missouri Bankers Association and my employer will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute. I have the right to refuse to contribute without reprisal. My payroll deduction will continue until I notify payroll in writing of any change. The submission of a new deduction authorization form will supersede any previous authorization for this payroll deduction. I have the right to terminate this deduction at any time by providing written notification to the payroll department. I understand my notice must be received by payroll at least two weeks before a pay date to allow for processing time.

### FOR MORE INFORMATION

Contact Emily Lewis, MBA vice president, legislative and advocacy programming, at 573-636-8151 or [elewis@mobankers.com](mailto:elewis@mobankers.com).

### VOLUNTARY PAYROLL DEDUCTION AUTHORIZATION

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

BANK/EMPLOYER \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

EMPLOYER  
ADDRESS \_\_\_\_\_

EMPLOYEE  
HOME ADDRESS \_\_\_\_\_

### PAYROLL DEDUCTION FOR (CHOOSE ONE)

- ☐ MBA FedPAC  
☐ MBA State PAC  
☐ MBA \_\_\_\_\_ Region PAC  
☐ MBA NextGen PAC

I, \_\_\_\_\_, authorize \_\_\_\_\_ to pay the following MBA PAC contribution through payroll deduction.

\$ \_\_\_\_\_ per pay period OR \$ \_\_\_\_\_ one-time deduction

*You have the right to refuse to contribute without any reprisal. Suggested amounts are only suggestions and more or less may be given. The amount given or the refusal to give will not benefit or disadvantage the individual/member being solicited. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and employer of individuals whose contributions exceed two hundred dollars in a calendar year. Contributions to MBA Bank PACs are not tax deductible as charitable contributions for federal income tax purposes.*