

Verify Deductions for Paycheck Code 40654  
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Secretary-Treasurer

Are correct amounts deducted from your check?

When Code 40654 is found on your check, it means that you have signed up for one of the following (or any combination of the following) companies to have money deducted from your paycheck:

- 1.Colonial
- 2.Pre-paid Legal
- 3.Professional Insurance Co. (PIC)
- 4.Life USA
- 5.Primerica
- 6.Smith Barney
- 7.New England Financial
- 8.Central United
- 9.MI-COPS
- 10.Scholarship Fund

Following is an explanation of the procedure used by the company (or companies) to have money taken from your check and to have the money sent to them.

The company or companies will have you sign a deduction card that will not have a dollar amount on it and will turn that card over to the DPOA to be processed.

The reason the deduction card has no amount on it is because you might have more than one of the above companies taking money out of your check. Then they send the card to the DPOA, they also send a form with the card showing the amount to be deducted for their company.

Once the DPOA gets the card and form, we then look up the member's name on the deduction roster to see if a deduction is being taken out for one of the other companies.

If another company or other companies have money being deducted, the new deduction will be added to the total and the new amount will be placed on the deduction card and form.

The card is then hand delivered to the Fiscal Department and the form is hand delivered to the person (paid by the DPOA) to keep up with these deductions.

Once the member signs the deduction card, it should take about three pay periods for the deduction to show up on the member's paycheck.

It is the responsibility of the member to know what is being deducted from his or her check and to know if a newly requested deduction has or has not started.

If the deduction has not started, the member does not have the coverage and should contact the DPOA so we can do what needs to be done to correct the problem.

Also, from time to time you might get a letter or check from the DPOA or the company, stating that there is a problem with your deduction. If you get such a letter, you must contact the DPOA immediately.

If you do not contact us immediately, you might lose a benefit that you think you have.

Remember to submit a change of address to the DPOA office when you move.