



Montgomery County Public Schools

TELEPHONE 540-382-5100
FAX 540-381-6127

200 JUNKIN STREET CHRISTIANSBURG, VIRGINIA 24073

PAYROLL DEDUCTION AUTHORIZATION FORM

I, _____ authorize Montgomery
County Public Schools' Payroll Department to deduct from
my first paycheck a sum of \$ _____ to cover costs
associated with obtaining the following required record
check information.

_____ Criminal History Record Check (\$37.00)

_____ Child Protective Services Record Check (\$5.00)

I understand that Montgomery County Public Schools will pay
these fees in order to process the required information and
I will be required to reimburse them for charges through
Payroll Deduction as listed above.

signature

SSN

Date