

### **OTHER PAYROLL DEDUCTIONS**

Please note that any deductions from your check other than Oklahoma State & Education Employees Insurance and Teachers' Retirement, will be your responsibility to inform each Company of any address change, name change, beneficiary change, marriage, divorce, etc.

The Insurance Coordinator is able to change the above mentioned only on benefits that the school offers in the benefit package, which include: health/dental/vision benefits, Teachers' Retirement, \$15,000 Group Life Insurance Policy, and Group Disability.

Also, if you wish to cancel a deduction such as Simmons Center or Pre-Paid Legal, you must complete a drop form at the central office.