



# Employee Tip Sheet

## SETTING UP A VOLUNTARY DEDUCTION

*It just takes a moment to set up a voluntary deduction!*

Voluntary deductions may be made to any of the designated charitable or professional organizations listed below. Once you set-up the deduction, it will continue until you change or cancel it.

- Just complete a [Voluntary Deduction](#) form.

<b>CHARITABLE AND PROFESSIONAL ORGANIZATIONS ESTABLISHED FOR DEDUCTION SET-UP</b> <small>As of May 2005</small>	
AFT College Guild COPE Fund (Faculty)	Latino Employee Association
AFT Local 1521A COPE Fund (Clerical/Technical)	Los Angeles City College Foundation
Asian Pacific Association	Los Angeles Harbor College Foundation
Asian Pacific Community Foundation	Los Angeles Mission College Foundation
California Association for Counseling & Development	Los Angeles Southwest College Foundation
California Black Faculty and Staff Association	Los Angeles Trade-Technical College Foundation
Community Health Charities	National Hispanic Scholarship Foundation
Earth Share	Patrons Association of Los Angeles Valley College
East Los Angeles College Foundation	SEIU Local 347 COPE Fund (Supervisory)
East Los Angeles College Scholarship Fund	SEIU Local 99 COPE Fund
Faculty Association of California Community Colleges	United Latino Fund
LACCD Administrator's Association (Academic)	United Negro College Fund
LACCD Foundation	United Way
LACCD Management Association (Classified)	West Los Angeles College Foundation
Latina Leadership Network	

Submit the completed form to:

Los Angeles Community College District  
 Payroll Services, 5<sup>th</sup> Floor  
 770 Wilshire Blvd.  
 Los Angeles, CA 90017



**VOLUNTARY DEDUCTION NOTES**

- You may set-up as many deductions as you wish. Just use a separate form for each organization.
- Funds to credit unions are set-up using the direct deposit procedure. See Tip Sheet Setting Up Your Direct Deposit Paycheck
- Deductions currently set-up to any of the organization listed above will automatically carry over to the new system.