



Montgomery County
Public Schools

REQUEST FOR A MONTGOMERY COUNTY PUBLIC SCHOOLS ID CARD
(REMAKE)

PAYROLL DEDUCTION AUTHORIZATION FORM

I, _____, authorize Montgomery County Public
(First Name, MI, Last Name)
Schools' Payroll Department to deduct from my paycheck a sum of **\$10** to cover costs associated
with remaking my Montgomery County Public Schools' identification badge.

I understand that Montgomery County Public Schools will temporarily absorb the cost to process
the required information and I will be required to reimburse them for charges through a Payroll
Deduction as listed above.

Signature

Location

SS# or Employee ID #

Position

Date

Please indicate reason for badge remake:

Lost/Stolen Has this been reported to your principal/supervisor? Yes/No

Damaged _____
(Please describe method of damage such as dog chewed it; washed in laundry, etc. This aides in
determining the durability of these badges. Old badge must be returned to Human Resources/Personnel
before new badge can be issued.)

Name Change
(You must officially change your name with Human Resources/Personnel and your old badge returned
before a new badge can be issued)

For HR Use Only:

New badge issued _____ by _____ Badge # _____
(Date) (H.R. Representative)

REV: 09/2016