



Kentucky's Affordable Prepaid Tuition

Employee Payroll Deduction Authorization Form

Use this form if you want to authorize payroll deductions from your paycheck to be automatically contributed to your KAPT account(s) or to change a prior authorization. (If you are a Kentucky state government employee **do not** use this form. Complete the state government employee authorization form.) Give this completed form to your payroll officer to initiate/amend your KAPT payroll deduction.

Please note the following:

- You must open a KAPT account by submitting a KAPT application and application fee during a KAPT enrollment period before requesting KAPT payroll deductions. (Newborns can enroll year round.)
- Check with your employer to see if KAPT payroll deduction is offered. If not, provide the payroll deduction kit to your employer available at www.getKAPT.com, or call 1-888-919-KAPT and press option 3 to request a kit.
- Your deduction amount must equal the amount due to KAPT each month for all of your KAPT accounts.
- KAPT payments are **after-tax** contributions.
- Submit an amended payroll deduction authorization to your payroll officer if you want to make any change to your payroll deduction (for example, a change due to the upgrade, downgrade, payment in full, or addition of a KAPT account).

Employee name: _____

Social Security number: _____

I hereby authorize my employer to make the following payroll deduction effective with the pay date of _____.

This represents: ___ New Authorization ___ Amendment

The deduction amount shall be: _____ (must equal KAPT total monthly payment amount).

This deduction will continue until changed or cancelled by the employee through submission of an amended payroll authorization form.

Employee Signature: _____ Date: _____