



**BRANDYWINE  
HEIGHTS**  
AREA  
SCHOOL  
DISTRICT

Book	BHASD Policies
Section	600 Finances
Title	Payroll Deductions
Code	615
Status	Active
Adopted	June 28, 2004
Last Revised	December 5, 2016
Last Reviewed	December 5, 2016

### **Purpose**

The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.

### **Authority**

No deduction may be made from the wages of an employee except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper authorization by the employee.

The Board authorizes deductions from an employee's paycheck upon proper authorization on the appropriate district form for the following purposes: Association Dues Deductions and Board approved Tax Sheltered Annuities/Section 403B Tax Deferred Plans.[\[1\]](#)

### **Guidelines**

#### **Tax Sheltered Annuities**

The number of participating companies will be limited to fifteen (15) unless three (3) or more employees request an additional company not on the approved list. An approved list of companies will be maintained in the business office.

Legal 1. 24 P.S. 513