An employee may write to the State Cotroller's Office (SCO), Payroll Operations to request the cancellation of the following Deduction:

Charitable Contributions (Code 017)

To cancel the above deduction by the upcoming pay period, cancellation requests must be received in Payroll Operations by master cutoff of that month. If any items are omitted, the cancellation request(s) will be returned to the employee.

A cancellation request must contain the following information:

- Statement requesting the deduction cancellation(s)
- Employee's full name
- Employee's social security number
- Deduction(s) to be canceled by deduction name as it appears on the earnings statement and/or by deduction/organization code, if known (i.e. 017/004).
- Employee's mailing address
- Employee's original signature
- Date request(s) signed

Employee must send a written request for assistance to:

State Controller's Office
PPSD/Payroll Operations
Miscellaneous Deduction Unit
P.O. Box 942850
Sacramento, CA 94250-5878