



# Contra Costa County Office of Education

77 Santa Barbara Rd., Pleasant Hill, CA 94523 • (925) 942-3388 • www.cocoschools.org

District Name: \_\_\_\_\_

## Munis Correction (MC11) – TSA Adjustments

*This form is used to collect or return to the employee 403B and/or 457 contributions.*

Employee #: \_\_\_\_\_

Certificated     Classified

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Original Check Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check Number: \_\_\_\_\_

Adjustments to be made on payroll (Check Date): \_\_\_\_/\_\_\_\_/\_\_\_\_  
If error is on more than one check, use one sheet for each check number.

Refund     Pick Up

Deduction Code: \_\_\_\_\_

Deduction Gross: \$ \_\_\_\_\_

*\* For refund, use negative \$ amounts \**

Employee Amount: \$ \_\_\_\_\_

Reason For Adjustment:

Please attach a copy of original check.

Prepared By: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DPS Use Only**

Processed by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_