

TO: O'Neill Public School Staff  
FROM: Administrative Office

Employees may designate an amount to be deducted from their payroll checks to pay for school breakfasts and lunches.

To participate, you will need to fill out the form below with the amount you wish to apply each month to your lunch account. This deduction will remain in effect until you complete a change form to either change the amount or stop the deduction. Please be aware that if the deduction is not enough to keep your lunch account in good standing you will need to supplement with additional monies.

If you have any questions please contact Kathy Marvin at [kathymarvin@oneillschools.org](mailto:kathymarvin@oneillschools.org) or Chris Bosn at [chrisbosn@oneillschools.org](mailto:chrisbosn@oneillschools.org) or by phone at 402-336-3775.

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***PAYROLL DEDUCTION FOR BREAKFAST/LUNCH ACCOUNT:***

\_\_\_\_\_ Please **deduct** \$ \_\_\_\_\_ from my monthly paycheck to be applied to my O'Neill Public School lunch account.

\_\_\_\_\_ Please **change** my lunch account deduction to \$ \_\_\_\_\_ starting with my \_\_\_\_\_  
paycheck. (month/year)

\_\_\_\_\_ Please **discontinue** my lunch account deduction.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(All changes must be received by the 10th of the month in order to take effect with that month's payroll.)