



## Maryland BankPAC Contributions via Payroll Deduction Instructions for the Payroll Staff

Offering the convenience of contributing to Maryland BankPAC via payroll deduction increases participation, builds consistent funding, and again demonstrates personal commitment to our advocacy efforts without making the difficult ask for a larger contribution.

For Payroll Staff, here's what you need to do:

- Assign a deduction code to Maryland BankPAC contributions as you would with any other deduction, i.e. Medical, Dental, 401k, etc. Contributions to Maryland BankPAC do not qualify as pre-tax deductions. Once the deduction code has been assigned, enter in the amount being contributed per pay-period.
- For those employees that choose to contribute to Maryland BankPAC via payroll deduction, please have them complete the PDF Payroll Deduction Form. Once forms have been completed, please send them to the MBA via email ([mba@mdbankers.com](mailto:mba@mdbankers.com)).
- You should send payroll deductions for Maryland BankPAC contributions by ACH or check within 10 days of the end of the pay period. When you send those funds, you should include a list of employees contributing and the amount they are contributing that pay period.
- For ACH instructions, please reach out to Maryland BankPAC Treasurer [Ann DeVilbiss](#). Checks should be made out to Maryland BankPAC and mailed to: Maryland Bankers Association – Maryland BankPAC, 186 Duke of Gloucester Street, Annapolis, MD 21401.