Refunds of Employee Payroll Deductions

**Policy Statement**

Refunds of optional payroll deductions will be made to employees when it is determined that such deductions were made in error.

**Reason for Policy**

This policy is to establish guidelines for making refunds of employee payroll deductions.

**Procedures**

Refunds will be made by means of a special payment. Employees should contact the Payroll Section of the Business Office to request a refund.

Refunds of required taxes and social security deductions cannot be made except as provided for in federal and state regulations.