



Setting Up GET Payroll Deduction

GET Payroll Deduction is available at no cost to you. It takes less than five minutes to set up and then only a few minutes every payroll cycle.

- **You complete the Payroll Deduction Establishment form in this kit and mail it to the GET Program.** We notify you when your account is set up (about two business days after we receive your form).
- **You tell your employees that you are offering GET Payroll Deduction.** We would be happy to make a presentation to your employees at your convenience. We also can send you posters, brochures, electronic flyers and other materials.
- **Your employee enrolls in the GET Program (September 15 and March 31) and signs up for payroll deduction.** Your employee submits the original completed payroll deduction form to your payroll office and sends a copy to us.
- **You send us a check and a register of participating employees on or around paydays.** Please include the following information: Names of your participating employees, their Social Security Numbers, and the amount to be deposited into each account. Please mail the check and register to:
GET Program, P.O. Box 24851, Seattle, WA 98124-0851

To change or stop a GET payroll deduction, your employee will contact your payroll office. To change or cancel a GET account, your employee will contact us.