

**ALLEN INDEPENDENT SCHOOL DISTRICT**  
**PAYROLL ACCOUNT CODE CORRECTION OR CHANGE**  
**FORM**

Amount of Correction \_\_\_\_\_

Original Date \_\_\_\_\_

Original Account Code \_\_\_\_\_

New Account Code \_\_\_\_\_

Description \_\_\_\_\_

Note: Skyward Report and supporting documentation is required.

Signatures Required:

\_\_\_\_\_  
**Director Signature**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please complete this form, with required backup and signatures, and forward to Stacey Stanfield in Payroll.