

# PAYROLL DEDUCTION AUTHORIZATION FORM

Students may choose to dedicate all or part of their bi-weekly work-study earnings paycheck to their tuition account. The amount pledged toward the account will be protected from late fees while the student is paying these funds to her account. **Pledged amounts should be reasonable amounts that the student is expecting to earn. Pledged amounts not earned by the end of the semester may be owed by the student. Pledged amounts must exceed \$100/semester.** There are two options available. (Please note: Deductions will continue if you earn over Interterm.)

I, \_\_\_\_\_ (name, print clearly),

ID # \_\_\_\_\_, choose:

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## OPTION 1 - FULL DEDUCTION

Please deduct my entire work-study earnings and pay them toward my tuition account each payroll until I reach a total of \$\_\_\_\_\_.

\_\_\_\_ Check here if you'd like it divided evenly by semester

\_\_\_\_ Check here if you'd prefer \$\_\_\_\_\_ for the fall and \$\_\_\_\_\_ for the spring

**\*Please use dollar amounts. Percentages will not be accepted.**

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## OPTION 2 - PARTIAL DEDUCTION

Please deduct only part of my work-study earnings and pay them toward my tuition account each payroll until I reach a total of \$\_\_\_\_\_.

Deduct \$\_\_\_\_\_ per check.

\_\_\_\_ Check here if you'd like it divided evenly by semester

\_\_\_\_ Check here if you'd prefer \$\_\_\_\_\_ for the fall and \$\_\_\_\_\_ for the spring

**\*Please use dollar amounts. Percentages will not be accepted.**

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\_\_\_\_ Please CANCEL my payroll deduction authorization.

For any of the above designations, sign your approval here:

Signed \_\_\_\_\_ Date \_\_\_\_\_

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For Office Use Only:

Fall Memo Amount \$\_\_\_\_\_

Spring Memo Amount \$\_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Payroll: \_\_\_\_\_