

**Payroll Deduction Form**

\_\_\_\_\_ Date

\_\_\_\_\_ Semester / Year

\_\_\_\_\_ Student Name (Please Print)

\_\_\_\_\_ Student ID

\_\_\_\_\_ Employee Name (if different from student)

\_\_\_\_\_ Employee ID

\_\_\_\_\_ Employee Email Address

\_\_\_\_\_ Employee Phone Number

\_\_\_\_\_ Employee Department

\_\_\_\_\_ Hire Date

\_\_\_\_\_ Course Title

\_\_\_\_\_ Course Number / Section Number

\_\_\_\_\_ Course Title

\_\_\_\_\_ Course Number / Section Number

\_\_\_\_\_ Course Title

\_\_\_\_\_ Course Number / Section Number

\$ \_\_\_\_\_  
Amount to be Payroll Deducted

\_\_\_\_\_ Payroll Type (Monthly / Biweekly)

Fall / Spring: The account balance will be deducted in either 4 monthly or 8 biweekly installments and will begin on the next available paycheck.

Summer: The account balance will be deducted in either 3 monthly or 6 biweekly installments and will begin on the next available paycheck.

I HEREBY AUTHORIZE the Washington University Payroll Department to immediately begin deducting \$ \_\_\_\_\_ per paycheck for \_\_\_\_\_ paychecks from my salary to pay the balance owed to University College. If I should terminate my employment at Washington University before the balance is paid in full, I authorize Washington University to deduct the balance from my final paycheck. If this deduction does not occur, I realize that I am responsible for any outstanding balance and collection charges that may result.

\_\_\_\_\_ Employee Signature

\_\_\_\_\_ Date

\_\_\_\_\_ University College Approval

\_\_\_\_\_ Date