Washington University in St. Louis
UNIVERSITY COLLEGE IN ARTS & SCIENCES

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)

NOTE: Balances less than $200 will be deducted in one installment. Balances of more than $200 can be deducted in multiple paychecks. Form can be faxed to (314) 935-6744 or mailed to Campus Box 1085, 11 N. Jackson Rd., Ste. 1000 St. Louis, MO 63105.

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