



## PAYROLL DEDUCTION AUTHORIZATION

EMPLOYEE IDENTIFICATION		
OtterID	First Name	Last Name

Please v applicable box(es)

Deduction Information							
Deduction code		Deduction Amount Per Pay Period	Type of Change (check ONE box)			Effective for paydate on or after	
<input type="checkbox"/> F	Gym and Pool \$ 11.00	\$	New <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/>				
<input type="checkbox"/> F	Gym \$ 9.00	\$					
<input type="checkbox"/> F	Pool \$ 9.00	\$					
<input type="checkbox"/> U	University Advancement <span style="background-color: yellow;">Please complete the link</span>	\$					
<input type="checkbox"/> R	Pretax-Parking \$ 7.00	\$					
Total Payroll Deduction		\$	See below for Routing Instructions				

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CORPORATION HR REPRESENTATIVE

Routing Instructions			
	Code F Gym/Pool	Code U University Advancement	Code R Pretax Parking
Copy to	Otter Sport Center Bldg 90 <b>Contact Phone:</b> Extn 3031	University Advancement Bldg 97 <b>Attention:</b> Lisa Ziska-Marchand. <b>Contact Phone:</b> Extn 3363	Parking Services Office in Valley Hall E <b>Contact Phone:</b> Extn 3573
Original to	University Corporation Bldg 201 suite 101 <b>Contact Phone:</b> Extn 4498	University Corporation Bldg 201 suite 101 <b>Contact Phone:</b> Extn 4498	University Corporation Bldg 201 suite 101 <b>Contact Phone:</b> Extn 4498