



VALLEY CITY STATE UNIVERSITY

Authorization for Payroll Deductions

Employees of Valley City State University may take advantage of payroll deduction option to make payments towards their account balance.

Employee Name (Last, First, Middle)

Choose when to begin your payroll deduction:

- Please start with the upcoming pay period.
- Please wait to start on ____/____/____ pay date to begin deductions.

Frequency:

- One-time deduction of \$_____.
- Multiple deductions:
 - o \$_____ / pay period for _____ pay periods to reach \$_____ balance.
 - o %_____ / pay period for _____ pay periods to reach \$_____ balance.

Authorization:

I authorize the Valley City State University Payroll Office to deduct earnings from my pay check based off of the information provided above. I understand I can cancel my payment deduction at any time. I also understand that I am responsible for paying any remaining financial obligations owed to the university directly to the Business Office, McFarland 215.

Signature _____

Date _____