

STUDENT ACCOUNT AUTO PAYMENT

Payroll Deduction Request/Change Form

I request payroll deduction of my bi-weekly paycheck to be paid directly to my student account. This deduction will begin with the next available pay period and end with the last payroll of the academic year. I understand that this amount will be taken out of my paycheck and paid to my student account regardless of the balance on my student account. I understand that it is my option to cancel this request at any time and will do so in writing or by submission of this form.

Student name: _____
(please print)

Hope ID/Account #: _____

Circle one: New Deduction Change Stop

Dollar amount to be withheld:
(per paycheck) _____

Signature: _____ Date: _____

Return this form to Payroll, Human Resources office. Thank you.