

## Student Receivable Payroll Deduction Form

I, \_\_\_\_\_ ID # \_\_\_\_\_

hereby authorize the Payroll department of Texas Wesleyan University, to deduct the

amount of \$ \_\_\_\_\_ (A) from each of my paychecks until the amount of

\$ \_\_\_\_\_ (B) is paid in full, beginning \_\_\_\_\_ (Date)

and approx. ending on \_\_\_\_\_ (Date). Please apply this amount towards my

Student Receivable account for the semester of \_\_\_\_\_ (Term).

Monthly    Biweekly    employee payroll (Circle)

This is for my dependent \_\_\_\_\_ and their ID

# \_\_\_\_\_.

### Attn: Employee / Dependant

**Payroll deductions must pay employee and/or dependant student account balance(s) in full by \_\_\_\_\_ to avoid a financial hold being placed on the account(s). With a financial hold the employee/dependant will not be able to access transcripts, grades, pre-registration, or any official documents from the University until all student account hold a 0.00 balance.**

**If employee terminates employment prior to the full balance being paid, the employee authorizes Texas Wesleyan University to deduct the remaining balance from their final pay check.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Accounts Receivable Manager

Balanced owed (B) \_\_\_\_\_

# Of Paychecks \_\_\_\_\_

Amount of  
Deduction per pay ck (A) \_\_\_\_\_

Payments will need to be completed by

Spring End date: April 5<sup>th</sup>

Fall End date: November 5<sup>th</sup>

Summer End date: July 5<sup>th</sup>