



SUMMER STUDENT

PAYROLL DEDUCTION AUTHORIZATION

Smith College students may choose to deduct all or part of their summer bi-weekly paycheck earnings; to be credited to their tuition account to cover summer housing charges. The amount pledged toward the account will be protected from late fees while the student is paying these funds to her account. There are two options available.

I, _____, ID _____
(print name clearly)

choose to start this deduction for the check date of Friday: / /20__

Option 1—Full Deduction

Please deduct my entire bi-weekly summer net earnings and credit that amount toward my tuition account each payroll until I reach a total goal of \$_____.

Option 2—Partial Deduction

Please deduct only part of my bi-weekly summer earnings and credit that amount toward my tuition account each payroll until I reach a total goal of \$_____.

Deduct \$_____ per paycheck.

Please submit pay vouchers bi-weekly, if two or more weeks of vouchers are submitted at the same time only one deduction will take per pay period.

Cancellation of this agreement:

_____ Please CANCEL my payroll deduction authorization.

For any of the above designations, sign your approval here:

Signed: _____ Date: _____

Please return this form to:

Payroll and Disbursements Office
College Hall #204A