

# **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.