



## Payroll Deduction Authorization

**Description:** FSU Employees use this form to authorize payroll deduction payment towards debts collected by Student Business Services.

### Step I: Enter Employee Information

Name:  Emplid:

Address:  Phone:

FSU Email:

Date of Birth:

### Step II: Identify Account to Pay

Select one:  FAREU - Regular AR (my.fsu.edu bill)  TUITIN - Graduate Tuition Payment Plan  FSUCC - Childcare

Amount Due: \$

### Step III: Specify Deduction Rate

I, \_\_\_\_\_, authorize Florida State University to withhold payment from my wages

for the account and amount identified above to be deducted according to the following schedule:

\$  Bi-weekly until paid in full (Bi-weekly deduction minimum is \$30. If less than \$30 is owed, then the full amount due must be paid in one deduction).

### Section IV: Sign to Authorize Deductions

- Please note that entering into this deduction arrangement does not alter the terms of any agreement from which a charge originates. Deductions alone do not change your due date(s) or any associated responsibilities, privileges, or late-payment penalties. For example, holds on class registration, transcripts, and diplomas will remain in effect for any past-due balance until that past-due balance is actually paid in full.
- Similarly, this arrangement does not supersede the University's common-law right of set-off. If your employment with FSU is terminated, your final paycheck may be withheld and applied to any balance owed to the University.
- By signing, you authorize payroll deductions to begin immediately and to end when your amount due listed above is paid in full.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Tip: To use Adobe's e-signature process, save the form to your desktop and then open the saved file using Adobe Acrobat.*

### Step V: Return Form

Please return your completed form to Student Business Services. We're happy to accept electronic copies, including photos or scanned copies.

*Tip: Send a paper copy electronically by taking a picture of it with your phone. Then send by email to [CTL-accountsreceivable@fsu.edu](mailto:CTL-accountsreceivable@fsu.edu)*

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