Payroll Deduction Authorization Form

Employee Name

Employee ID Number (Printed on Bear Card)

I would like to purchase a Football Season Ticket Package from Athletics, and hereby authorize Mercer University’s payroll office to deduct from my paycheck the following:

$ ______ should be deducted (circle one) monthly/biweekly, beginning with the month of:

(circle one) July 2017 / August 2017

This regular deduction should continue for ________ pay periods,* and will be completed with my paycheck for the month of ______________, 20____.

*Pay periods vary for monthly and bi-weekly employees. All payments must be completed by June 20, 2018.

__________________________
Signature

__________________________
Date

Calculate Your Deduction Amount

Please complete with a season ticket renewal invoice or order form:

TICKET TOTAL: $___________ Divided by number of pay periods: _______ = Deduction Amount: $___________

Return with Renewal Invoice or Season Tickets Order Form to:

Mercer Ticket Sales, 1501 Mercer University Drive, Macon, GA 31207

Using Campus Mail: Mercer Ticket Sales, Macon

FAX: (478) 301-5471

If you have any questions, call Mercer Ticket Sales at (478) 301-5470.

NOTE: If for any reason you leave employment at Mercer University before all deductions have been completed, your remaining balance will be deducted from your final paycheck. All deductions must be completed by June 30, 2018.
Payroll Deduction Authorization Form

Employee Name

Employee ID Number (Printed on Bear Card)

I would like to purchase a Basketball Season Ticket Package from Athletics, and hereby authorize Mercer University's payroll office to deduct from my paycheck the following:

$______ should be deducted (circle one) monthly/biweekly, beginning with the month of:

(circle one) August 2017 / September 2017 / October 2017

This regular deduction should continue for _______ pay periods,* and will be completed with my paycheck for the month of _____________, 20___.

*Pay periods vary for monthly and bi-weekly employees. All payments must be completed by June 20, 2018.

__________________________________________
Signature

__________________________________________
Date

Calculate Your Deduction Amount

Please complete with a season ticket renewal invoice or order form:

TICKET TOTAL: $___________ Divided by number of pay periods: _______ = Deduction Amount: $___________

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