



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 20__ / August 20__

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

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 end of fiscal year.



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*) July 20__ / August 20__ / September 20__

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 _____

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