



# Payroll Deduction Authorization Form

Employee Name

Employee ID Number (Printed on Bear Card)

I would like to purchase a Grand Opera House Season Ticket Package, 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\_\_ / October 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 30, 2019.

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:

**The Grand Opera House, 651 Mulberry Street, Macon, GA 31201**

**Using Campus Mail: Grand Opera House, 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 the end of the fiscal year.**