

Payroll Deduction Authorization Form

This form should be used to establish a fixed amount to be deducted from your pay each pay cycle. The deducted funds will be deposited to your Diamond Dollars account and be available on the **first day of the next available pay cycle**. This form should not be used to purchase parking services. Parking Services payroll deduction forms should be obtained at the Parking Services Office.

TEMPLE CARDHOLDER NAME:

(Please Print)

TUId NUMBER

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LOCAL / DAY PHONE

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Area Code

EMAIL ADDRESS:

Circle an Option		START		CHANGE		STOP DEDUCTIONS
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PAYCYCLE

Weekly	Bi-Weekly	Monthly
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Circle one

START DATE

END DATE

(Enter an expiration date or 99/99/99)

DEDUCTION AMOUNT:

(Check one or write amount in **Other**)

Plan/Coverage 131-001

<input type="checkbox"/> \$10	<input type="checkbox"/> \$15	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> Other <input style="width: 80px; height: 20px;" type="text"/>
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Signature

Date

Complete the form and sign

Mail, fax or hand deliver this form to:

Temple University-Diamond Dollars Office
1910 Liacouras Walk, Suite 202
TU ZIP 291-00
Philadelphia, PA 19122-6027