

Payroll Deduction Authorization Form

EMPLOYEE INFORMATION

Last name:		First:		Middle:
Panther ID:	<input type="checkbox"/> Staff	<input type="checkbox"/> Admin	<input type="checkbox"/> Faculty	
Work Phone#		FIU Email:		

Please check the following summer camp items that you purchased through the online registration system.

<p>How many Campers did you register for camp?</p> <p><input type="checkbox"/> 1 camper <input type="checkbox"/> 4 campers</p> <p><input type="checkbox"/> 2 campers <input type="checkbox"/> 5 campers</p> <p><input type="checkbox"/> 3 campers. <input type="checkbox"/> 6 campers</p> <p><input type="checkbox"/> 4-week session \$920.00</p> <p>Five payment deduction approximately = \$184.00*</p> <p>*Does not include additional items</p>	<p><input type="checkbox"/> 1 week (FIU Employee) \$230</p> <p>Two payment deduction approximately = \$115.00*</p> <p><input type="checkbox"/> 2 week (FIU Employee) \$460</p> <p>Four payment deduction approximately = \$115.00*</p> <p><input type="checkbox"/> 3 week (FIU Employee) \$690</p> <p>Five payment deduction approximately = \$138.00*</p> <p>*Does not include additional items</p>	<p><input type="checkbox"/> Additional T-Shirt \$10 _____ (Quantity)</p> <p><input type="checkbox"/> Early Care \$25 _____ (Number of weeks)</p> <p><input type="checkbox"/> Late Care \$25 _____ (Number of weeks)</p> <p><input type="checkbox"/> Combo Care \$45 _____ (Number of weeks)</p> <p><input type="checkbox"/> Lunch \$40.25 _____ (Number of weeks)</p> <p>These items will be added on to your total and dispersed throughout your payroll deduction program.</p>
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PAYMENT TERM

4 Week Session \$920.00	Amount owed for summer camp	\$
Additional Items +\$190.00 (Combo care x4 +1 shirt)	One time processing fee	+ 25.00
Processing Fee +25.00 (one-time fee)		
Total Deduction Amount \$1,135.00 (per camper)	Total Deduction Amount	\$
\$1,135.00 divided by 5 payments = \$227.00 per pay period		

PAYMENT SCALE (FOR HR USE ONLY)

4 weeks = \$920.00 – 5 payments (five pay periods) - 1 week \$240- 2 payments (two pay periods) - 2 weeks \$460 4 payments (four pay periods)

3 weeks = \$690 – 5 payments (five pay periods)

Payment Scale level will be approved upon salary verification from Human Resources. Payroll deduction is only available for benefit-eligible employees.

Approval expires on _____/_____/_____	HR Verification By: _____	Date: _____
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AGREEMENT & PROMISSORY NOTE

By my signature below, I authorize CASE Camp Discover to:

- 1) Verify on a periodic basis my salary with Human Resources, and
- 2) Authorize payroll deductions from my paycheck as indicated below without any notice as set forth in FIU Regulation 1111 (Employee Debt Collection).

I promise to pay any outstanding balance owed in connection with this summer camp registration regardless of my employment status with Florida International University (FIU). I acknowledge that any amount owed on this summer camp registration becomes due immediately upon the end of employment with FIU and authorize deduction from my final salary payment for any outstanding balance, including but not limited to deduction from any annual leave or sick leave payout if applicable, less statutory deductions, such as child support and/or alimony.

There are no refunds made through the payroll deduction process.

All payroll deduction orders are subject to review and approval by the office manager prior to completion of the transaction. Terms and conditions apply

Employee's Signature: _____ Date Signed: _____

Enrollment Date of Payroll Deduction: _____

Eligibility Verified and Approved By: _____ Date Approved: _____