



Part I Payroll Deduction Request

Full name: _____

I authorize Cornell University to deduct payments from my paycheck according to the following terms:

Deduction start date: _____

Total amount owed: _____

Deduction amount*: _____

Type of account owed: _____

Examples: Parking/transportation fines, library fines, Bursar account, etc.

Employee type: Exempt Nonexempt

Division: Endowed Contract College

(*) Amount to deduct per paycheck:

Account Balance	Minimum Deduction
\$0-50	\$20.00
\$50.01-\$200	\$40.00
\$200.01-\$500	\$50.00
\$500.01-above	\$100.00

Part II Requestor's Authorization

Any remaining balance must be paid upon termination of employment from Cornell University.

Employee ID number: _____

Employee Signature

Date

Return this completed form to the following address:

Office of the Bursar

Attn: Collections

260 Day Hall

Ithaca, NY 14853

Fax: (607) 255-6442

E-mail: uco-collections@cornell.edu

