

**Iowa State University
RECREATION SERVICES**

PAYROLL DEDUCTION AUTHORIZATION

IOWA STATE UNIVERSITY EMPLOYEES ONLY

You have elected payroll deduction for charges initiated by the Department of Recreation Services. You will also receive a monthly billing statement from the University Receivables Office reflecting these charges as amounts due and payable. Once the charges have been fully deducted, they will no longer appear on a billing statement. Should you terminate your employment with ISU or for any reason not receive an ISU paycheck, you will be required to make the payment(s) via the Receivables Office billing statement.

ONE (1) MONTH PLAN

I authorize a **One-Time** deduction of

\$ _____

From a subsequent paycheck.
Based on University payroll cutoff dates.

PLEASE PRINT CLEARLY.

Pursuant to State law and University procedures, employees who wish to authorize a payroll deduction must provide the following information:

Name: _____
(First, Middle Initial, Last)

Campus Address: _____

Campus Phone # _____

ISUCard #: 600957 _____

I understand that I have the right to revoke this authorization with a 30-day written notice sent to or delivered to the Department of Recreation Services, 2220 State Gym.

DATE: _____ **SIGNATURE:** _____

FOR OFFICE USE ONLY

(0647) Lied Locker Rental, Facility Pass

(0299) Beyer/State Locker Rental

(0294) Climbing Wall

(0223) Personal Training Program

Other: _____

(0217) Faculty/Staff Fitness Classes

Total Deduction: \$ _____

RecTrac Receipt #: _____

Cashier Initials: _____

On-Line Data Entry Verification

DI Screen: _____ **Initials:** _____
date

DP Screen: _____ **Initials:** _____
date