

**ROGER WILLIAMS UNIVERSITY
ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW
AUTHORIZATION FOR PAYROLL DEDUCTION
BURSAR OFFICE**

Employee Name: _____

Employee Datatel ID#: _____

If deduction involves a student of an employee, list student name and ID#:

Student Name & ID#: _____

Reason for Deduction: _____

Total Amount of Bursar Deduction: \$ _____

Per Pay Period Amount: \$ _____

To Commence with Pay Date: _____

To End with Pay Date: _____

I authorize Roger Williams University and Roger Williams University School of Law (the "University") to deduct the per pay period amount listed above from my pay commencing with the pay date listed above. I understand that the per pay period amount will continue to be deducted from my pay until the end date listed above, unless the amount is satisfied sooner. I further authorize the University to withdraw the balance of the total amount due from my paycheck(s) upon my separation/resignation from the University. I understand that this payroll deduction is voluntary and for my convenience and that I may terminate it at any time.

Employee/Student Signature

Date

Bursar Representative Signature

Date

For Payroll Use:

BURS deduction

Total number of deductions: _____

For Bursar Use:

_____ Note in comments regarding payroll deduction

And exempt from late fee during payroll deduction

Bursar Representative: _____

Date Processed: _____