

Payroll deduction is available for most LSU UREC programs and services.
Please complete all information based on payroll frequency and sign below.
LSU Undergraduate students are not eligible for payroll deduction.

Personal Information

Last Name	First Name	Middle Initial	LSU ID# (ex. 89-xxx-xxxx)
CHECK ONE: <input type="checkbox"/> LSU Faculty <input type="checkbox"/> LSU Staff <input type="checkbox"/> LSU Graduate Assistant			
EMPLOYEE PAID: <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly			

Item or Service Purchased (check all that apply)

Membership Specialty Course Intramurals Personal Training
 Locker Swim Lessons Other: _____

Deduction Calculator

TOTAL AMOUNT DUE: \$ <input style="width: 150px;" type="text"/>	<i>Amounts less than \$50 must be paid in one deduction.</i>
DIVIDE BY NUMBER OF DEDUCTIONS: <input style="width: 80px;" type="text"/>	<i>Reference chart below for the maximum number of deductions. Payroll deduct cannot exceed length of chosen UREC service. Please specify if you are on a nine month appointment.</i>
EQUALS AMOUNT PER DEDUCTION: <input style="width: 80px;" type="text"/>	
<p>I hereby authorize deduction at the current rate in effect for the chosen deduction length. This deduction will remain in effect until the total amount is paid. I acknowledge that if the amount cannot be paid by payroll deduction, I am personally responsible for the full balance. All purchases are subject to UREC guidelines and policies as stated at www.lsu.edu/urec/html/general_policies.</p>	
<input style="width: 400px;" type="text"/>	<input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/>
EMPLOYEE SIGNATURE	DATE

Guide to Payroll Deduction

		Maximum # of Deductions	
		Monthly	Bi-Monthly
UREC Membership			
Annual		12	24
Nine Month Appointments		9	18
Semester		4	8
Summer		1	2
UREC Specialty Course			
Semester		4	8
Summer		1	2
UREC Intramurals		1	2
UREC Personal Training		3	6

For Office Use

Received by: _____ Date Received: ___/___/___

LSU approval processed by: _____

Date processed: ___/___/___