

PAYROLL DEDUCTION AUTHORIZATION FORM

____ AUTHORIZATION TO START PAYROLL DEDUCTION

UM/Canterbury Preschool Tuition shall be paid by payroll deduction on an after-tax basis, from employee's first paycheck of each month starting immediately. If the amount of the first paycheck is not sufficient to pay the tuition, the balance shall be deducted from subsequent paychecks until the tuition is paid in full. Employee hereby authorizes and directs University of Miami to deduct the monthly tuition payable hereunder from his/her paycheck. Employee acknowledges that it may take more than one month to process this request.

Name of Employee	C Number (UM ID number)
Signature of Employee	\$ _____ Amount to be deducted

Deduct Monthly _____ or Biweekly 1 _____ and Biweekly 2 _____

____ AUTHORIZATION FOR CHANGE OF PAYROLL DEDUCTION

Employee hereby authorizes and directs University of Miami to increase/decrease the amount of monthly tuition payable to UM/Canterbury Preschool deducted herein from his/her paycheck from \$ _____ to \$ _____. Employee acknowledges that it may take more than one month to process this request.

Name of Employee	C Number (UM ID number)
Signature of Employee	Change from \$ _____ to _____ Monthly or Biweekly 1 _____ and Biweekly 2 _____

____ REQUEST TO STOP DEDUCTION

Employee hereby authorizes and directs University of Miami stop the deduction of \$ _____ for monthly tuition payable to UM/Canterbury Preschool effective _____. Employee acknowledges that it may take more than one month to process this request.

Name of Employee	C Number (UM ID number)
Signature of Employee	Effective Date