

Authorization to Apply Payroll to Student Account

I authorize Whitman College to apply _____percent (100%, 80%, etc.) of my student work earnings to my main Student Account. This will apply to all regular term earnings and break earnings. The remaining percentage, if any, will be automatically deposited into my personal checking or savings account.

I understand that this deposit to my Student Account will FIRST pay any amount-due on the account. Any remaining credit balance (or "overpayment") will be available to be refunded to me at my request to the Student Account Office. Refunds are limited to the actual credit balance (overpayment) on the Student Account.

START DATE:

Please start this payroll deduction from my paycheck on payroll starting:

_____ 9th, 20____.
(Month)

CANCELLATION:

Please cancel this payroll deduction from my paycheck ***after*** payroll ending: (if left blank, deduction will continue until employment ends.)

_____ 8th, 20____.
(Month)

Student Name (please print)

Student ID#

Student Signature

Date

*** Please return completed form to the Payroll Manager (Memorial 110 or StudentPayroll@Whitman.edu) ***