Ball State University

12 MONTH PAY OPTION AUTHORIZATION

Agreement Form for Academic Year 2012-13

Name: _____ **BSU ID:** _____
(Please print) Last, First

I hereby authorize Ball State University to deduct $ _____.00 from **each** of my ten academic pay checks beginning August 31, 2012, and ending May 31, 2013.

The amount withheld is to be repaid in two equal installments and included with pay checks paid on June 28 and July 31, 2013, without interest, and with no impact on taxable wages. Please note if you currently are having child support withheld from your payroll this deduction will be taken from these payments.

I UNDERSTAND AND AGREE TO THE FOLLOWING:

- This form must be received by Payroll & Employee Benefits by ***August 20, 2012***.
- Late forms can **NOT** be accepted.
- I will **NOT** have the opportunity to change the amount after it has been processed.
- I may revoke this authorization at any time by written notice to Payroll & Employee Benefits. If I do so, the entire amount withheld prior to the date of revocation will be included in my next pay check.
- If my employment with the University terminates while this Pay Option Authorization is in effect, the entire amount withheld prior to the date of termination will be included in my final pay check.

Employee Signature: _____ Date: _____

Department Phone: _____ Home Phone: _____

Payroll Use Only: Deduction (415) Amt: _____ X 10 = Goal Amount _____

Amount of June 28 and July 31 pay back: _____ (Goal amount / 2)

Deduction Setup by: _____ on _____.

Repayment Setup by: _____ on _____.