

**Agreement for Multiple/Ongoing Payroll Deductions**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the employee), authorize **McPherson College** to reduce my salary through payroll deduction as follows:

Beginning with the payroll cycle that will be completed as

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, the Employee’s salary will be reduced by the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_ per month.

This will be an ongoing payroll deduction a to pay for:

 \_\_\_\_\_\_\_\_ Rent (address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_ College Housing Deposit \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize the payroll deduction continue until such time as:

 \_\_\_\_\_\_\_\_ I request in writing that it be stopped

 \_\_\_\_\_\_\_\_ the entire amount of $\_\_\_\_\_\_\_\_\_\_ has been deducted

**If employee should separate from the college, either voluntarily or involuntarily, any balance owed will be deducted from final pay.**

**Employee Requesting Deduction**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

**McPherson College representative**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature Date

Employee Payroll Deduction Agreement Form

Revised 7/9/2024