



REED COLLEGE

BUSINESS OFFICE

3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199
phone: 503/777-7505

Payroll Services Payroll Deduction Authorization Form

Complete this form to initiate or change deductions from your paycheck.

Part I: Employee Information		
Last Name	First Name	Middle Initial
Employee ID	Contact E-mail / Phone Extension	

Part II: Deduction Information			
What would you like to do? <input type="checkbox"/> Initiate a deduction <input type="checkbox"/> Change a deduction <input type="checkbox"/> Terminate a deduction			
Deduction To Be Applied To:			
Dollar Amount to Deduct Each Pay Period	# of Pay Periods	From Date	To Date
Total Amount to Deduct			

Part III: Deduction Information	
1. I hereby authorize the Reed College Business Office Payroll to initiate, terminate, or change a payroll deduction, as appropriate, based on my selection above.	
2. I understand that, if I am initiating or changing a payroll deduction, the deduction may not take effect or end on the dates specified above due to the time needed to process payroll deduction changes.	
_____ Employee Signature	_____ Date

For Payroll Use Only	
Entered By	Date