

**PAYROLL DEDUCTION / TERMINATION AGREEMENT FOR UW CHILDREN’S CENTERS**

Please complete the entire form, retrieving your Employee ID number from Employee Self Service, <http://www.uw.edu/ess>, if necessary. Return the original, signed form to the Benefits Office at the address shown below. Be sure to keep a copy for your records.

**Step 1: Complete Contact Information**

Name (Last, First, Middle)	9-digit UW Employee ID Number
Department Name	Campus Box #
UW Email	Daytime Phone

**Step 2: Select one UW Children’s Center**

- Harborview Medical Center       Radford Court       West Campus

**Step 3: Find Tuition Rate**

For Children’s Center at Harborview Medical Center:  
[www.uw.edu/admin/hr/benefits/worklife/childcare/childrenctr-hmc.html#tuition](http://www.uw.edu/admin/hr/benefits/worklife/childcare/childrenctr-hmc.html#tuition)

For Children’s Centers at Radford Court and West Campus:  
[www.uw.edu/admin/hr/benefits/worklife/childcare/children-centers.html#tuition](http://www.uw.edu/admin/hr/benefits/worklife/childcare/children-centers.html#tuition)

**Step 4: Calculate Payroll Deduction Amount**

Enter Monthly Tuition Amount = \$ \_\_\_\_\_  
 Divide this amount by 2 to calculate the deduction amount for each paycheck = \$ \_\_\_\_\_  
 Note: The University has 24 pay periods per year.

**Step 5: Authorize Payroll Deduction or Termination**

For the convenience of its employees, the University of Washington (“University”) permits employees to pay the cost of childcare at UW Children’s Center (“UWCC”) through an after-tax payroll deduction. Although the University handles the deduction, your agreement for childcare is with the UWCC, not the University. Therefore the UWCC has the sole responsibility to answer questions and resolve disputes including matters relating to billing, services, and refunds.

I hereby authorize the University to deduct the amount specified below from each of my paychecks for subsequent payment to the children’s center indicated above. I understand that it is my responsibility to submit a new form when tuition rates change and deductions need to be adjusted. I also understand this deduction will continue for the duration of my employment unless I elect in writing to have this deduction stopped.

- I wish to begin/change my payroll deduction to \$ \_\_\_\_\_ per paycheck.  
 I wish to stop the payroll deduction.

I understand this deduction or change will be effective the first pay period that begins at least 10 days after this form is received by the Benefits Office.

UW Employee’s Signature	Date
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