



University Recreation

Application for Payroll Deduction

Payroll deduction is available for most LSU UREC programs and services.
Be sure to complete all information based on payroll frequency and sign below.
LSU students are not eligible for payroll deduction.

PERSONAL INFORMATION

LAST NAME	FIRST NAME
	MIDDLE INITIAL
	LSU ID #
CHECK ONE: <input type="checkbox"/> LSU Faculty <input type="checkbox"/> LSU Staff <input type="checkbox"/> LSU Graduate Student	
EMPLOYEE PAID: <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly	

ITEM OR SERVICE PURCHASED: (check one)

Membership Specialty Course Intramurals Personal Training
 Tiger's Den Other _____

DEDUCTION CALCULATION

Amounts less than \$50 must be paid in one deduction.

TOTAL AMOUNT DUE:

DIVIDE BY **NUMBER OF DEDUCTIONS:** *Reference the chart below for the maximum number of deductions. Payroll deduct cannot exceed the term length of UREC service.*

EQUALS **EQUALS AMOUNT PER DEDUCTION:**

I hereby authorize deduction at the current rate in effect for the chosen deduction authorization. This deduction will remain in effect until cancelled by written notice. I acknowledge that if the amount cannot be paid by payroll deduction, I am personally responsible for the full balance.

It is the responsibility of the member to notify LSU University Recreation if he/she chooses to terminate his/her membership term.

 EMPLOYEE SIGNATURE DATE

Guide to Payroll Deduction

UREC Program or Service	MAXIMUM # of Deductions	
	Employee Paid Monthly	Employee Paid Bi-monthly
UREC Membership		
Annual	12	24
Semester	4	8
Summer	1	2
UREC Specialty Course		
Semester	4	8
Summer	1	2
UREC Intramurals	1	2
UREC Personal Training	3	6
UREC Special Event Fees	1	2

FOR OFFICE USE

Received by: _____ Date received: ____/____/____

LSU approval processed by: _____

Date processed: ____/____/____

UREC Program or Service	MAXIMUM # of Deductions	
	Employee Paid Monthly	Employee Paid Bi-monthly
Tiger's Den		
if paid by 4/14/15	4	6
if paid by 5/14/15	3	4
if paid by 6/14/15	2	2