The University of Texas at Tyler

AUTHORIZATION TO DEDUCT FOR EMPLOYEE

PATRIOT BUCKS PURCHASE FROM PAYROLL PAYMENT

This payroll deduction form may only be used by Benefits Eligible full-time or part-time faculty/staff employees and adjunct faculty. By signing this deduction form, you are agreeing to pay the full amount stated in the field below. Amounts deducted are nonrefundable and any balance due should you separate from the university will be deducted from your final payroll payment.

I do hereby authorize the Payroll Office at The University of Texas at Tyler to deduct the total fee from my paycheck divisible by the number of months indicated below.

Printed Name: _________________________________________   EMPLID: _____________
Department: ____________________________________________   Ext: ________________
Employee Signature: __________________________________________________________

EMPLOYEE PATRIOT BUCKS PURCHASE

Amount to deduct from payroll payment(s):

_____ $50 (Minimum), or
_____ Higher Amount listed below:

$________________

Please indicate your preference of payroll deduction option for
One Month ____    or Two Months ____

Please take this completed form to the Enrollment Services Center Cashiers stations 1, 2, or 3 (ADM 230) for processing. The Cashiers will code your P2 Card for the total amount of the Patriot Bucks selected.

Note: Patriot Bucks may be used at various on-campus and off-campus retail merchants. For a complete list of on-campus merchants please see: http://www.uttyler.edu/sbs/p2/oncampus.php. Patriot Bucks may be used to purchase a Bottomless Cup at the Swoop N’ Go C-Store located in the University Center. For off-campus use of Patriot Bucks, visit Sushi Guy!

Student Business Services

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Payroll Office

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If you prefer to pay for the full amount for Patriot Bucks out of pocket by cash, check, or credit/debit card this form is not needed. Go to the Enrollment Services Center Cashiers stations, 1, 2, or 3 (ADM 230) for processing. The Cashiers will code your P2 Card for the dollar amount of Patriot Bucks you are purchasing.

For questions about this form, please contact the Payroll Office at: Payroll@uttyler.edu.

Payroll Office Form vs. 11-2018