

Webster University
Student Payroll Deduction

I, _____, hereby authorize the Payroll Department of Webster
(Please Print Name)

University to deduct _____ percent (%) of my *net pay* each pay period and to

apply this payroll deduction automatically to my Webster University student account. I request

this payroll deduction be effective _____ and that it remain in effect
(Date)

until rescinded by me in writing.

(Signature)

(Date)

Social Security Number: _____ - _____ - _____

Please Note: Students must elect a percentage of their net pay (not a flat dollar amount) to be applied to their university account, and this amount must be no greater than 95% of earnings. The remaining balance of net pay not applied to your student account (at least 5%) will be issued via payroll check to be picked up at the Cashier's window in the Business Office, Webster Hall, Room 101. A pay stub reflecting the amount applied to the student's account can be picked up in the Payroll Office, Loretto Hall, Room 151. Any pay stubs that are not retrieved by students will be accumulated and mailed to their permanent home address during the months of January and June each year.