



# Payroll Deduction Authorization Form Eku Center for the Arts

Full Name	Eku ID	Date
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### Center for the Arts Ticket Package

- All eligible full-time Eastern Kentucky University faculty and staff paid via University payroll may purchase ticket packages under the payroll deduction plan.
- This form must be completed and returned with your order for 2015-2016 ticket packages. NOT APPLICABLE FOR SINGLE TICKET SALES.

\_\_\_\_\_ **5+ Package**      \_\_\_\_\_ **10+ Package**      \_\_\_\_\_ **15+ Package**

- Deductions will be made in equal installments from bi-weekly/semi-monthly checks beginning September 2015 and ending in February 2016. **Semi-Monthly = 12 pay periods**    **Bi-Weekly = 13 pay periods**
- The amount deducted from each check will be indicated on the earning statement that accompanies each Direct Deposit.
- If you are no longer employed by Eku, the remaining balance will be deducted from your last check.
- This payroll deduction authorization form must be on file with the Eku Center for the Arts Box Office at the time the order is placed. **These orders will be accepted no later than September 1, 2015.**

I hereby authorize that the following deduction(s) to be made from my salary to purchase Eku Center for the Arts tickets as itemized on my 2015-2016 ticket order form.

Total deduction for ticket purchase: \$ \_\_\_\_\_ **HR Code ART:** \$ \_\_\_\_\_ per paycheck

\_\_\_\_\_  
Authorized Signature

### Friends of the Center Donation

Please accept my gift to: Eku CENTER FOR THE ARTS 22002G

#### Donation Options

- I authorize the Eku Payroll Office to deduct my total pledge of \$ \_\_\_\_\_ equally over the remaining pay dates until June 30, \_\_\_\_\_ (year).
- I authorize the Eku Payroll Office to deduct \$ \_\_\_\_\_ per pay period until further notice is given to the Payroll Office.

**HR Code TEAM Eku**

How would you like to be recognized as a donor?

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature