



## 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 undergraduate students are not eligible for payroll deduction.

### PERSONAL INFORMATION

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

**ITEM OR SERVICE PURCHASED: ( check one )**

<input type="checkbox"/> Membership	<input type="checkbox"/> Specialty Course	<input type="checkbox"/> Intramurals	<input type="checkbox"/> Personal Training
<input type="checkbox"/> Tiger's Den	<input type="checkbox"/> Other _____		

### DEDUCTION CALCULATION

<b>TOTAL AMOUNT DUE:</b>		<i>Amounts less than \$50 must be paid in one deduction.</i>
<i>DIVIDE BY</i>	<b>NUMBER OF DEDUCTIONS:</b>	<i>Reference the chart below for the maximum number of deductions.</i>
		<i>Payroll deduct cannot exceed the term length of UREC service.</i>
<i>EQUALS</i>	<b>EQUALS AMOUNT PER DEDUCTION:</b>	<i>Please specify if you are on a nine month appointment.</i>

I hereby authorize deduction at the current rate in effect for the chosen deduction length. This deduction will remain in effect until the total amount is paid. I acknowledge that if the amount cannot be paid by payroll deduction, I am personally responsible for the full balance. All purchases are subject to UREC guidelines and policies as stated at [lsuuniversityrec.com/lsuurec/membership/policies-and-guidelines/](http://lsuuniversityrec.com/lsuurec/membership/policies-and-guidelines/).

EMPLOYEE SIGNATURE	DATE

### Guide to Payroll Deduction

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

UREC Program or Service	MAXIMUM # of Deductions	
	Employee Paid Monthly	Employee Paid Bi-monthly
<b>Tiger's Den</b>		
if paid by 3/14/18	5	8
if paid by 4/14/18	4	6
if paid by 5/14/18	3	4
if paid by 6/14/18	2	2

**FOR OFFICE USE**

Received by: \_\_\_\_\_ Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

LSU approval processed by: \_\_\_\_\_

Date processed: \_\_\_\_/\_\_\_\_/\_\_\_\_