



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 #
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)

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

DEDUCTION CALCULATION

TOTAL AMOUNT DUE:		<i>Amounts less than \$50 must be paid in one deduction.</i>
<i>DIVIDE BY</i>	NUMBER OF DEDUCTIONS:	
<i>EQUALS</i>	EQUALS AMOUNT PER DEDUCTION:	

*Reference the chart below for the maximum number of deductions.
Payroll deduct cannot exceed the term length of UREC service.
Please specify if you are on a nine month appointment.*

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/.

PATRON 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
UREC Aquatics		
Private Lessons	1	2
Scuba	1	2

UREC Program or Service	MAXIMUM # of Deductions	
	Employee Paid Monthly	Employee Paid Bi-monthly
Tiger's Den Summer Camp or Swim School		
if paid by March 14	5	8
if paid by April 14	4	6
if paid by May 14	3	4
if paid by June 14	2	2

FOR OFFICE USE

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

LSU approval processed by: _____

Date processed: ____/____/____