EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION

By my signature below, I hereby authorize Tulane University (hereafter may be referred to as “the University”) to offset to the maximum extent permitted by law any amounts owed by me to the University during my employment or upon the termination of my employment through an automatic payroll deduction from my paycheck. I understand that this Payroll Deduction Authorization will apply whether my severance of employment is voluntary or involuntary. This Payroll Deduction Authorization includes, but is not limited to, an authorization for an automatic payroll deduction to cover the repayment of the monetary equivalent of any used but unearned paid time off which I used prior to it being earned, tuition and fees, financial aid adjustments, taxes assessed, housing/rent and any other charges that I or my dependents incurred, in accordance with the terms and conditions in the Tulane University Accounts Receivable Agreement and Disclosure Statement.

By my signature below, I understand, agree, and expressly authorize the University to make an automatic payroll deduction from my paycheck of any amounts owed by me to the University during my employment or upon the termination of my employment, whether such termination is voluntary or involuntary.

**Employment Status:**

<table>
<thead>
<tr>
<th>Monthly Employee</th>
<th>Start a New Deduction</th>
<th>$________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly Employee</td>
<td>Change my Deduction to $</td>
<td>$________________</td>
</tr>
<tr>
<td>Bi-Weekly Student</td>
<td>___________________</td>
<td></td>
</tr>
</tbody>
</table>

Beginning with the following Pay Date: ____________________.

End on Pay Date: ____________________.

Employee Name __________________________________________ ID # ____________________

Employee Signature ____________________________________ Date ____________________

Please return this form to Accounts Receivable by email, fax or in person.

Thanks you.

35 McAlister Drive, Suite 103 – Phelps House, New Orleans, LA 70118

tel: 504-865-5368 toll free: 1-800-798-7633 fax: 504-862-8758 email: acctrec@tulane.edu

http://studentaccounts.tulane.edu/ Email: acctrec@tulane.edu

Rev 04/24/2018