



Payroll Services

Payroll Deduction Authorization Form

Complete this form to initiate, change, or terminate deductions from your paycheck.

Part I: Employee Information

Last Name _____	First Name _____	Middle Initial _____
Employee ID _____	Cornell E-mail _____	Cornell Phone _____

Part II: Department Information

Unit Type: <input type="radio"/> Endowed <input type="radio"/> Contract College	Department Name _____
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Part III: Deduction Information

What would you like to do? Initiate a deduction Terminate a deduction Change a deduction

Name of Deduction _____

Dollar Amount to Deduct Each Pay Period _____ Goal Amount to Deduct (if needed) _____

Part IV: Employee Authorization

- I hereby authorize the Cornell University Payroll office to initiate, terminate, or change a payroll deduction, as appropriate, based on my selection above.
- I understand that if I am terminating a payroll deduction, the deduction might still be taken during the current payroll cycle due to the time needed to process the termination.
- I understand that, if I am changing a payroll deduction, the change might not take effect during the current payroll cycle due to the time needed to process the change.

Employee Signature

Date

For Payroll Use Only

Entered By _____	Date _____
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Return this completed form to ...

Cornell University Payroll
377 Pine Tree Road, Ithaca, NY 14850
Fax: (607) 255-3198, E-mail: uco-payroll@cornell.edu