



University of Houston Athletics Department Authorization for Payroll Deduction



Faculty/Staff—Payroll Deduction Information

- Payroll deduction is available as a form of payment for UH football and UH men's basketball season tickets.
- Payment through UH payroll deduction will be made in 3 monthly installments.
- Employees paid bi-weekly will have their deduction made from the first payroll processed each month.
- Balance amount will vary based on quantity and location of your tickets.

Original to payroll One copy for Ticket Office One copy for customer

Authorization for Payroll Deduction (UH Employees Only):

Check one: Football Men's Basketball

QTY x \$ Price per ticket + \$ Processing = \$ Grand Total

My signature below authorizes a monthly deduction of \$ for three consecutive months for Houston Athletics football/men's basketball season tickets.

By signing, I understand that:

- This authorization automatically deducts the above monthly payment from my payroll check.
- The amount deducted from my check is an after tax deduction.
- If I am no longer employed by the University of Houston prior to my commitment ending, I am legally liable for the remaining balance due for my season tickets.
- I have read and I understand the "Faculty/Staff – Payroll Deduction Information" on this form.

Employee Name: _____

Dept: _____

Email: _____

Work Phone: _____

Employee Signature: _____ **Date:** _____

UH Employee # _____

Signature, Date & UH Employee ID Number are required to process requests for payroll deductions.

Ticket Office employee _____ Date Received _____