



# 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, UH men’s basketball, and baseball 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.

### Authorization for Payroll Deduction (UH Main Campus Employees Only):

Check one:     Football     Men’s Basketball     Baseball

QTY x \$  Price per ticket + \$ 15 Processing = \$  Grand Total

My signature below authorizes a monthly deduction of \$  for three consecutive months for Houston Athletics football/men’s basketball/baseball 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 \_\_\_\_\_

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

Questions? Call the ticket office at 713-743-9444 Fax completed forms to 713-743-9449