



## Authorization for Payroll Deduction

Name: \_\_\_\_\_

Banner ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Designation

- A)** I hereby authorize payments not to exceed \$\_\_\_\_\_, in equal amounts of \$\_\_\_\_\_, for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.
- B)** I authorize the deduction of the following amount \$\_\_\_\_\_ each pay period until I notify otherwise.

Deductions are designated to be deposited in the following account(s):

Children's Center Endowment

President's Club

President's Golf Tournament

Music Department

Performing Arts Series

Other academic departments please specify: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Send form to, or contact: **Elena Taylor**

Office for Advancement, 801 Leroy Pl, Socorro, NM 87801

(575)-835-5616 or [elena.taylor@nmt.edu](mailto:elena.taylor@nmt.edu)

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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ **Form Updated: 6-29-2021**