



UST Payroll Department

Authorization to Apply Payroll Funds to Student Tuition

Employee Name (first, middle, last)		UST ID Number or SSN	
Department	Mail #	Office Phone	
Student Name (first, middle, last) – <i>If not the same as the Employee Name</i>		Student UST ID Number or SSN	

If you would like to authorize the University of St. Thomas to withhold all or a portion of your work-study earnings from your bi-weekly payroll checks and apply those funds toward your student tuition bill, please complete this form. The form should be returned to the Payroll Office at AQU 221. If you have any questions regarding this process please contact the Payroll Department at (651) 962-6508.

I authorize the University of St. Thomas to withhold the following percentage of my bi-weekly paycheck and to apply those funds to my tuition account. (please check one)

- 0% to my UST bill – 100% to me on my paycheck**
- 25% to my UST bill – 75% to me on my paycheck**
- 50% to my UST bill – 50% to me on my paycheck**
- 75% to my UST bill – 25% to me on my paycheck**
- 100% to my UST bill – 0% to me on my paycheck**

This authorization will remain in effect until I change my authorization or until the end of the academic year, whichever comes first.

Employee Signature	Date	
<u>For Payroll Office Use Only</u>		
Date Received	Date Processed	Processed By: