

University Concert Series Payroll Deduction Form

Please complete and return to the University Concert Series at 409 Jesse Hall, Columbia, MO 65211 or fax to 573-882-2636. Questions? Call 882-3781.

Start Date	University of Missouri		
	Authorization For Payroll Deduction		
Internal Use Only	<input type="checkbox"/> Active Employee	<input type="checkbox"/> Retired	
Empl ID			
Name (Last, First, Middle)			
Campus Department and Mailing Address			
Deduction is: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel			
<input type="checkbox"/> Monthly Payroll (from my paycheck each month)			
<input type="checkbox"/> Bi-Weekly Payroll (from my first two checks of each month)			
TICKETS: I hereby authorize you to deduct \$ _____ from each of my paychecks for the purchase of tickets until a total deduction of \$ _____ has been met.			
GIFT: I hereby authorize you to deduct \$ _____ from each of my paychecks as a gift until a total deduction of \$ _____ has been met.			
TOTAL: I hereby authorize a TOTAL of \$ _____ (tickets plus gift) be deducted from each of my paychecks until a total of \$ _____ has been met.			
Signature _____.		Effective Date _____.	

Suggested Installment Schedule					
Form Submitted	Monthly	BiWeekly	Form Submitted	Monthly	BiWeekly
May - July 2012	10	20	December	5	10
August	9	18	January	4	8
September	8	16	February	3	6
October	7	14	March	2	4
November	6	12	April/May 2013	1	2

Internal Use Only:	Amount	M or BiW	Goal	Element	Account
Combined Ticket Total (Gift and Ticketing)				352	
Amount of Tax-Deductible Gift				392	
				Development Approved _____	