

The University of Texas at Tyler
AUTHORIZATION TO DEDUCT FOR EMPLOYEE
PATRIOT BUCKS PURCHASE FROM PAYROLL PAYMENT

This payroll deduction form may only be used by Benefits Eligible full-time or part-time faculty/staff employees and adjunct faculty. By signing this deduction form, you are agreeing to pay the full amount stated in the field below. Amounts deducted are nonrefundable and any balance due should you separate from the university will be deducted from your final payroll payment.

I do hereby authorize the Payroll Office at The University of Texas at Tyler to deduct the total fee from my paycheck divisible by the number of months indicated below.

Printed Name: _____ EMPLID: _____

Department: _____ Ext: _____

Employee Signature: _____

EMPLOYEE PATRIOT BUCKS PURCHASE

Amount to deduct from payroll payment(s):

_____ \$50 (Minimum), or
 _____ Higher Amount listed below:

\$ _____

Please indicate your preference of payroll deduction option for
 One Month _____ or Two Months _____

Please take this completed form to the **One-Stop and see a Cashier at stations 1, 2, or 3 (STE 230) for processing.** The Cashiers will code your P2 Card for the total amount of the Patriot Bucks selected.

Note: Patriot Bucks may be used at various on-campus retail merchants. For a complete list of on-campus merchants please see: <http://www.uttyler.edu/sbs/p2/oncampus.php>. Patriot Bucks may be used to purchase a Bottomless Cup at the Swoop N' Go C-Store located in the University Center.

Student Business Services	Date:
Printed Name:	Signature:
Payroll Office	Date:
Printed Name:	Signature:

If you prefer to pay the full amount for Patriot Bucks out of pocket by cash, check, or credit/debit card this form is not needed. Go to the One-Stop and see a Cashier at stations, 1, 2, or 3 (STE 230) for processing. The Cashiers will code your P2 Card for the dollar amount of Patriot Bucks you are purchasing.

For questions about this form, please contact the Payroll Office at: Payroll@uttyler.edu.