

Central Ticket Office Payroll Deduction Authorization

Name: _____

M#: _____

Organization: _____

Is the employee 12 or 9 month staff? ☐ 12 Month ☐ 9 Month

***If employee is 9 month staff, de-duction time period cannot exceed May 1.*

Deduction Codes:

Code	Description of Activity	Must be fully paid by
500	SDC Membership	No more than 22 pay periods
501	Hockey Season Tickets	February 15
502	Basketball Season Tickets	February 15
503	Football Season Tickets	December 31
504	Golf Course Membership	November 1
505	Mont Ripley Ski Hill Membership	March 31
506	Volleyball Season Tickets	December 31
507	Gates Tennis Center Membership	No more than 22 pay periods
508	Cross Country Ski Trails Membership	No more than 22 pay periods

Description of Activity	Quantity	Cost Each	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL/GOAL:			_____

Deduction Code	Biweekly Amount	Goal	No. of Pay Periods	Start Date
_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____

PLEASE NOTE: If a balance exists on a previous goal, the new bi-weekly deduction listed above will be added to the current bi-weekly deduction. This new combined bi-weekly deduction will continue until all goals are paid in full.

I have read and agree to this statement. _____ (Please Initial)

Employee Signature: _____ Date: 09/12/2025

For use by office staff only

Approved by: _____