

**PAYROLL DEDUCTION AUTHORIZATION**

I, \_\_\_\_\_, \_\_\_\_\_

Please print name

Employee ID #

hereby authorize Mott Community College (MCC) to deduct \$\_\_\_\_\_ from each pay, beginning with the pay of \_\_\_\_\_ for \_\_\_\_\_ pays to satisfy the obligation of the contracted amount \$\_\_\_\_\_ for the purchase of a computer.

If my employment at the College is terminated, for any reason, the total balance of the loan is due at the date of termination. I also authorize the withholding of my final pay and any other payments I receive in conjunction with my termination, to go toward paying the balance due. If I choose to use a quote and do not turn in the receipts after the purchase or if the receipts are less than the quote and the college has not been paid the remaining balance, after 90 days, I authorize MCC to start deducting the amount of the loan with no proof of receipt over the next 6 (six) payroll cycles. I have read and agree with the terms above as well as those outlined in the Computer Loan Program document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date