

VANDERBILT CHILD CARE Authorization for Payroll Deduction

To: Vanderbilt Child Care Center

From: _____
(please print full name)

Date: _____

RE: Payroll Deduction for Child Care Tuition
All parts must be completed for form to be processed.

I hereby authorize Vanderbilt University to deduct \$_____ from my salary for child care tuition each month. I understand that the deduction will begin (month)_____ (year)_____.

This contract may be terminated by either party only by giving to the other a minimum fifteen (15) day written notice.

Please print the following information:

Employee's Name _____

Social Security Number _____

Exempt (paid 1 time each month) _____

or

Non-exempt (paid 2 times each month) _____

Home Department _____

Business Address _____ Phone _____

Home Address _____ Phone _____

Child's Name _____

Signature _____ Date _____