



UNIVERSITY
of Prince Edward
ISLAND

ACCOUNTING OFFICE REQUEST FOR PAYROLL DEDUCTIONS

ID# _____

I, _____, authorize you to deduct bi-weekly from my pay cheque the sum of \$_____ for a period of _____ pays or until my account is clear.

**If you leave UPEI employment the remaining balance on Student, Employee, Miscellaneous and/or Vet Hospital accounts will be deducted from your final pay.*

To be credited to:

- _____ Miscellaneous Accounts Receivable
- _____ Employee Accounts Receivable
- _____ Student Accounts Receivable

Signature

Date

Email

Authorized by Accounting Office

**Please note payroll deductions can only be in the amount of \$15 or greater per pay period and account must be cleared within 6 months.*

**You must have a \$0 balance owing to UPEI to be able to participate in Christmas Bookstore payroll deductions, if you do not have a \$0 balance your balance owing will be added to your payroll deduction.*

FIN0041(26032019)

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of deducting owing amounts from payroll. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.