



Billing Account Payroll Deduction Form

Complete this form if you want any or all of your student employment earnings to be deposited into your student billing (tuition) account. This form remains in effect until you authorize a change or termination of the deduction.

Name:

ID Number:

CSB or SJU/SOT Billing Account

I choose to apply the following percentage of my payroll earnings (after taxes) directly to my student billing account. I understand that this percentage will go directly to my bill to help pay for tuition, room, board, and incidental charges.

50% of my student employment earnings

75% of my student employment earnings

100% of my student employment earnings

To Discontinue the Billing Account Deduction

I choose to terminate my payroll deduction to my student billing account.

This change will be processed with the next student payroll unless indicated here _____
(Pay date this change is effective)

I hereby authorize the College of Saint Benedict or Saint John's University to deposit the above percentage of my student employment earnings electronically to my campus billing account. I understand that this agreement is valid until I authorize a change or termination of the deduction.

Signature

Date