

Ball State University  
**12 MONTH PAY OPTION AUTHORIZATION**  
Agreement Form for Academic Year 2009-2010

Name: \_\_\_\_\_ BSU ID: \_\_\_\_\_  
(Please print) Last, First

I hereby authorize Ball State University to deduct \$ \_\_\_\_\_ .00 from **each** of my ten academic pay checks beginning August 31, 2009, and ending May 31, 2010.

The amount withheld is to be repaid in two equal installments and included with pay checks paid on June 30 and July 30, 2010, without interest, and with no impact on taxable wages.

**I UNDERSTAND AND AGREE TO THE FOLLOWING:**

- This form must be received by Payroll & Employee Benefits by **August 24, 2009**.
- Late Forms can **NOT** be accepted.
- I will **NOT** have the opportunity to change the amount after it has been processed.
- I may revoke this authorization at any time by written notice to Payroll & Employee Benefits. If I do so, the entire amount withheld prior to the date of revocation will be included in my next pay check.
- If my employment with the University terminates while this Pay Option Authorization is in effect, the entire amount withheld prior to the date of termination will be included in my final pay check.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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*Payroll Use Only:* Deduction (010) Amt: \_\_\_\_\_ X 10 = Goal Amount \_\_\_\_\_

Amount of June 30 and July 30 pay back: \_\_\_\_\_ (Goal amount / 2)

Deduction Setup by: \_\_\_\_\_ on \_\_\_\_\_.

Repayment Setup by: \_\_\_\_\_ on \_\_\_\_\_.