

The University of Kansas

1600 Stewart Drive Lawrence, Kansas

66045-0501

# **2020-21 KU Payroll Deduction Approval Form**

**Please complete the following information and return with your order.**

Note: KU Payroll Deduction for payment of Lied Center Season tickets is available to **full-time employees** of the University of Kansas, **Lawrence Campus**, only. Some restrictions do apply.

I authorize the University of Kansas Lied Center to initiate payroll deductions in the TOTAL sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fall + Spring Totals) as payment for Lied Center Series Tickets. I agree to have this deduction paid directly to the Lied Center by the State of Kansas through its Payroll Deduction Program. I understand the deductions are voluntary on my part. I am aware that the total sum will be divided into six equal deduction per enrollment period, and the deductions will be taken bi-weekly over six (6) consecutive pay periods per enrollment period.

There are two deduction opportunities in the 2020-21 season:

* **Fall Enrollment Deadline: Friday, September 18, 2021**

For all purchases made through December 2020

Deduction over six pay periods: October 2 – December 11

Fall Enrollment Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/6 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Spring Enrollment Dates: Friday, January 8, 2021**

For purchases made after December 2020

Deduction over six pay periods: January 22 - April 2

Spring Enrollment Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/6 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I am responsible for completing payment for my tickets within two weeks of my termination date should I separate from the University of Kansas prior to the completion of this payroll deduction program. If I fail to complete payment within the two-week deadline, I understand that the Lied Center Ticket Office will cancel all orders and re-sell my tickets making the tickets I hold invalid.

I understand that this authorization is in effect until the total amount is paid. Request for cancellation of Payroll Deduction may only be made by employees leaving University employ and no ticket refunds are available. Cancellation requests must be made in writing to the Lied Center Ticket Office.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print the following information:

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (last 4 digits only)

Employee’s KU Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KU Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have any questions, please call the Lied Center Ticket Office at (785) 864-2787.**