



(Formerly UNITS)

Address: 320 W. 8th Avenue • Columbus, OH 43201

Phone: 614-688-HELP (4357), select option 2

TTY: 614-292-0422 • Fax: 614-688-3425

E-mail: units@osu.edu • Web: units.osu.edu

PAYROLL DEDUCTION AUTHORIZATION FORM

CUSTOMER INFORMATION:

Please Print Clearly

Customer Name: _____
Last Name, M.I. First Name

OSU Employee ID #:* _____ I Am Paid: Bi-weekly Monthly
*(Required by OSU HR to use this service.)

OSU Department: _____

Work Address: _____
Rm # and Building Name Street Address

E-mail Address: _____ Contact Phone #: _____

Home Address: _____
Street Address
City, State Zip Code

Check this box to **Cancel Payroll Deduction Service** for my OIT account.

PAYROLL DEDUCTION INFORMATION:

I authorize **OIT**, to (Please check the appropriate box): **Set-up** **Change** Payroll Deduction Service for my OIT account in the amount of \$ _____ .00_ (\$1.00 minimum; whole dollars only). I understand this amount will be deducted from my OSU paycheck once a month¹ and applied towards my OIT bill.

Please send me an e-mail each month confirming the amount and date of my payroll deduction: **Yes** **No**

¹**NOTE: Payroll deductions to OIT are made once a month. If you are paid bi-weekly, the entire amount indicated above will be deducted from the second OSU paycheck you receive each month.**

Payroll Deduction Terms and Conditions:

- 1) This authorization remains in full force and effect until I leave OSU for any reason, or until OIT receives written notification from me requesting either a change to my payroll deduction amount or to cancel payroll deduction service.
- 2) The amount owed on my monthly OIT bill is due in full upon receipt. If my monthly payroll deduction amount is less than the amount owed, I am required to make an additional payment to OIT, in another manner,² that covers the remaining amount due.
- 3) If I exceed my credit limit at any time during the billing month, I understand I am required to make an additional payment to OIT in another manner² to restore my service and bring my account below my credit limit.
- 4) If, at any time, my payroll deduction amount is more than the amount I owe OIT, the overpayment will be applied to my following month's bill, and OIT will not issue me a refund check in the amount that I overpaid. A refund check will only be issued to me if I request a refund, AND my OIT account indicates a credit amount, AND I no longer have any OIT services or outstanding charges that are owed. After service is canceled, outstanding charges may take up to two additional billing cycles to appear on my account.
- 5) I can change or cancel this payroll deduction at anytime by completing another *Payroll Deduction Authorization form* and sending it to OIT using the contact information listed on this form. No other type of notification is accepted.
- 6) My payroll deduction is not a pre-tax deduction, and therefore, does not affect the amount of taxes owed and withheld from my OSU paycheck.
- 7) This service is only available to faculty and staff currently employed by The Ohio State University. OSU students are not eligible.

²**NOTE: Other acceptable payment forms are personal checks, money orders, major credit cards, BUCK ID. Cash is not accepted. Additional payments can be made at anytime online at units.osu.edu.**

By completing and signing this form, I verify the information provided above to be correct, and I understand and agree to the terms and conditions of this service. **Signature:** _____ **Date:** _____

FORM INSTRUCTIONS: Completed forms should be either faxed to **614-688-3425** or mailed to: **OIT Billing Services, 320 W. 8th Avenue, Columbus, OH, 43201.**