

**Colorado Mesa University**  
**PAYROLL DEDUCTION AUTHORIZATION**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
ID Number

1. Effective with my September 2017 earnings, I hereby authorize Colorado Mesa University to deduct the following amount monthly for a total of four months (September 2017, October 2017, November 2017, and December 2017) from any compensation or monies due to me:

\_\_\_\_\_ **\$82.08/month** for 50 meal Faculty/Staff Meal Plan (50 meals for a total of \$328.32, inclusive of tax)

\_\_\_\_\_ **\$41.71/month** for 25 meal Faculty/Staff Meal Plan (25 meals for a total of \$166.84, inclusive of tax)

\_\_\_\_\_ **\$17.76/month** for 10 meal Faculty/Staff Meal Plan (10 meals for a total of \$71.04, inclusive of tax)

\_\_\_\_\_ **\$25/month** for a total of \$100 MAVmoney

\_\_\_\_\_ **\$37.50/month** for a total of \$150 MAVmoney

\_\_\_\_\_ **\$50.00/month** for a total of \$200.00 MAVmoney

2. I understand I may revoke this authorization at any time and pay any outstanding balance due per this agreement. I further understand and agree the total amount to be paid to Colorado Mesa University under this agreement is **\$328.32/F/S50 \$166.84/F/S25 \$71.04/F/S10 \$100 \$150 \$200** (Circle One).
3. I understand that I may only enroll in payroll deduction for a faculty/staff meal plan and/or MAVmoney once per academic semester (before **September 9, 2017 for Fall 2017**). If I wish to purchase additional meal plans or MAVmoney, I may do so online via MAVzone (for MAVmoney) or in the MAVcard Office (for meal plans and MAVmoney).
4. I understand if I sign up after **September 9<sup>th</sup>**, "catch-up" deductions will be taken on the next pay day.
5. I understand that the total amount of MAVmoney and/or meal plan will be available for me to use immediately.
6. I understand this authorization will remain in effect through **December 2017** or through the end of my employment at Colorado Mesa University whichever comes first.
7. I further understand that in the event of my termination from Colorado Mesa University, the balance due, per this agreement, will become immediately due and payable from any compensation due me from Colorado Mesa University.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY – MAVCARD OFFICE ROUTE TO PAYROLL**

\_\_\_\_ F/S50

\_\_\_\_ F/S25

\_\_\_\_ F/S10

Start Date \_\_\_\_\_

\_\_\_\_ \$100 MMON

\_\_\_\_ \$150 MMON

\_\_\_\_ \$200 MMON

\_\_\_\_\_  
MAVcard Office/Date

\_\_\_\_\_  
Payroll Department/Date