



Rensselaer

FALL 2024 SALARY WITHHOLDING AUTHORIZATION FORM

Payroll Copy

I, _____, RIN _____,
authorize

Rensselaer Polytechnic Institute to deduct \$_____ from my salary during the Fall 2024 semester for payment of any eligible current debt on my Bursar Student Financial Account. Deductions will be spread over six payroll periods beginning on the paycheck dated September 20, 2024, and ending on the paycheck dated November 29, 2024 (payroll periods ST19 – ST24). Deductions are restricted to current mandatory fees ONLY and are subject to review and approval by the Payroll Office. Any prior balance debt is not eligible and must be paid in full before a salary withholding authorization is approved for the current semester. I acknowledge that all other fees and charges not eligible for salary deduction or not covered by salary deduction are my responsibility.

Failure to pay balances due by the specified dates on the Bursar eBills will result in a registration hold and a nonrefundable \$250.00 late fee.

This form must be submitted to the Bursar's Office by **Wednesday, September 11, 2024**. Forms submitted after this date will not be accepted. After the submission deadline, your payment options are:

- Payment in full
- Payment plan (available through September 30, 2024) - \$35 enrollment fee

Student Signature _____

Department _____

Bursar's Signature _____

Date _____

PAYROLL USE ONLY

PAYROLL POSITION NUMBER: 992025-_____

NUMBER OF PAYS: _____ @ \$_____

PAYROLL PERIODS: _____ - _____