

DUKE UNIVERSITY FEDERAL CREDIT UNION  
PAYROLL DEDUCTION AUTHORIZATION FORM

Duke Unique ID \_\_\_\_\_ Effective Payroll Date \_\_\_\_\_

Account Number \_\_\_\_\_

Email Address \_\_\_\_\_

All payroll deductions must be stopped before closing account.

**\*When a loan is paid in full a new form must be completed to stop the deduction. The loan payment will be deposited into the share account until a new form is completed.**

PAYROLL:       Biweekly       Monthly

<u>NEW DEDUCTION</u>			<u>CURRENT DEDUCTION</u>	
<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>		<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
_____	_____	PRIMARY SHARES (SAVINGS)	_____	_____
_____	_____	SHARE DRAFT (CHECKING)	_____	_____
_____	_____	HOLIDAY CLUB	_____	_____
_____	_____	SUB-SHARE ACCOUNT	_____	_____
_____	_____	*LOAN PAYMENTS	_____	_____
_____	_____	*LOAN PAYMENTS	_____	_____
_____	_____	IRA	_____	_____
_____	_____	RELATED ACCOUNT	_____	_____
_____	_____	MONEY MARKET	_____	_____
_____	TOTAL		TOTAL	_____

Home Number \_\_\_\_\_ Work Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

**Name must appear exactly as listed in Duke Payroll System. Failure to do so, could delay payroll posting.**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ACCEPTED BY \_\_\_\_\_ DATE \_\_\_\_\_

When changing payroll frequency from biweekly to monthly or vice versa, the following formulas will be used to determine payments.

**Monthly Payroll to Biweekly Payroll**

current monthly payroll deduction X 12/ 26 = new biweekly payroll deduction

**Biweekly Payroll to Monthly Payroll**

current biweekly payroll deduction X 26/ 12 = new monthly payroll deduction.