

# Federal Work Study

## Payroll Deduction Request/Change Form

I request payroll deduction of my bi-weekly paycheck to be paid directly to my student account. This deduction will begin with the next available pay period and end with the last payroll of the academic year. I understand that this amount will be taken out of my paycheck and paid to my student account regardless of the balance on my student account. I understand that it is my option to cancel this request at any time and will do so in writing or by submission of this form.

Student name: \_\_\_\_\_  
(please print)

Hope ID/Account #: \_\_\_\_\_

Circle one:                      New Deduction                      Change                      Stop

FWS deduction amount  
(per paycheck): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to Payroll, Office of Human Resources. Thank you.