

# 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)

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Hope ID/Account #:

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Circle one:

New Deduction

Change

Stop

FWS deduction amount  
(per paycheck):

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Signature:

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Date:

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