



**Payroll Deduction Authorization Form**

From time to time throughout your employment with William and Mary (the “University”), the University may provide you with equipment or other College property for your use while you are an employee of the University. Likewise, there may be times throughout your employment where outstanding payments may be owed by you to the University.

If for some reason your employment with the University ends, the University requires that employees agree to return College property and/or refund monies that may be owing to the University. Therefore, as indicated by your signature below, you agree to the following:

1. If your employment with the University ends, you will settle and resolve prior to your last day all outstanding travel, salary, and cash advances as well as any miscellaneous accounts receivables, including but not limited to, payroll overpayments, telecomm charges, library fines, parking fines, and any other outstanding payments owing by you to the University;
2. In addition, if your employment with the University ends, you will also return any books, periodicals, keys, media, loaned equipment, including computers and software, library cards, credit cards, college identification cards, and student records; and
3. The University may deduct and withhold from your final wages, including any leave balance pay-outs, all sums that are owing pursuant to paragraph 1 above and/or the original purchase value of any property pursuant to paragraph 2 above that you do not return.

By signing below, you acknowledge that you agree to the above in its entirety.

\_\_\_\_\_  
(Name of Employee)

\_\_\_\_\_  
(Employee’s signature)

\_\_\_\_\_  
(Date signed)