Payroll Deduction Authorization Form

This form should be used to establish a fixed amount to be deducted from your pay each pay cycle. The deducted funds will be deposited to your Diamond Dollars account and be available on the first day of the next pay cycle. This form should not be used to purchase parking services. Parking Services payroll deduction forms should be obtained at the Parking Services Office or at https://campusoperations.temple.edu/parking-transportation/signing-parking.

TEMPLE CARDHOLDER NAME:  
(Please Print)

TUid NUMBER

LOCAL / DAY PHONE

EMAIL ADDRESS:

Check One

START 

CHANGE 

STOP 

PAYCYCLE

Weekly Bi-Weekly Monthly

Circle one

START DATE

END DATE

(Enter expiration date or 99/99/99)

DEDUCTION AMOUNT:

Plan/Coverage 131-001

(Check one or write amount in Other)

$10 $15 $25 $50 $100 $200 Other

Signature

Date

Complete the form and sign

Mail, fax or hand deliver this form to:

Temple University-Diamond Dollars Office
Howard Gittis Student Center Suite 101
1755 North 13th Street
TU ZIP 291-00
Philadelphia, PA 19122-6027