



Today's Date

RE: Rent Deduction

Beginning with _____ payroll and each month afterwards, an automatic payroll deduction will be processed to reconcile rent payable to OPSU Housing. I give the payroll department permission to deduct \$ _____ from my paycheck each month to pay my rent to OPSU. I understand if I'm not enrolled in salary deferral/payback, I am responsible for making a rent payment at the Business office window.

Employee Signature

Date

Employee Printed Name

Banner ID

Housing Rep _____

HR Rep _____