

Form to Authorize Payroll Deductions for Rent or Parking (as applicable) from Salary or Stipend

I hereby authorize the Einstein College of Medicine's Housing Office to withhold from my paycheck/stipend, the amount of rent as stated in my lease agreement between Albert Einstein College of Medicine (Landlord) and myself, the student/employee. I understand that my monthly rental may be increased periodically in accordance with the provisions of my lease, and I hereby agree that the Einstein Housing Office can increase my monthly deduction for rental pursuant to such increases. Monthly rental amounts will be divided and deducted equally over two semi-monthly paychecks. This authorization will remain in effect until all rents due to Landlord have been paid or until I authorize the deductions to stop.

I also understand that I am responsible for the security deposit and any rent payments by check if for any reason my enrollment in payroll deduction is delayed or ended or if Landlord is unable to receive the full amount owed by Tenant through payroll deduction for any other reason. I understand that if for any reason I am not receiving a paycheck from the College (i.e., unpaid leave of absence), I am responsible to pay my rent and must make arrangements with the Housing Office to pay my rent through another method (check, credit card etc).

- I authorize a **rent deduction** from my salary/stipend.
- I do not authorize a **rent deduction** from my salary/stipend.
- I authorize to terminate my **rent deduction** effective _____*.

For post-doctoral research fellows *ONLY* who reside in the Rhinelander Apartments and have a parking spot:

- I authorize a **parking deduction** from my salary.
- I do not authorize a **parking deduction** from my salary.
- I authorize to terminate the **parking deduction** effective _____*.

*Please note any authorization to terminate an existing payroll deduction for rent will be effective on the 1st of the following month so long as the authorization is received timely and a full month's rent has been deducted before the termination of the deduction.

It is my responsibility to notify the Einstein Housing Department to terminate this deduction on a timely basis. Failure to do so will result in continuation of rent deduction from your paycheck/stipend and may cause a delay in refunding the deduction which might take at least 30 days.

I have read the foregoing and agree with the provisions outlined.

Name of the Employee

Signature of Employee

Banner ID #

Date