

# Carleton College Payroll Deduction Agreement

New Tenure Track Faculty Payroll Advance

**To: Payroll Department – Leighton 117 (1-BUSOFC)**

I am authorizing this voluntary deduction as defined in the New Tenure Track Faculty Payroll Advance guideline. (See the Campus Handbook/Faculty/Employment & Benefits)

I, \_\_\_\_\_ hereby authorize Carleton College to deduct from my wages  
(Name)  
for a payroll advance in the amount of \$ \_\_\_\_\_, beginning on \_\_\_\_\_ and ending on  
(Date)  
\_\_\_\_\_; not to exceed three pay periods following the deduction start date.  
(Date)

In the event I fail to accept my position at Carleton College or I defer my start date, the entire balance will be due immediately.

\_\_\_\_\_  
(Signature)

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