

SpiderCard Deduction

Please print out and return to the Payroll Department at G-12 Maryland Hall.

Name:
Date:
Department:
Phone Extension:
UR Id:

Pay Cycle: Biweekly Monthly

I authorize the University of Richmond to deduct \$ per paycheck beginning and deposit these funds into my University of Richmond SpiderCard account.

OR

I authorize the University of Richmond to deduct \$ from my next paycheck and deposit the deductions into my SpiderCard account.

Note: Your payroll deduction will not be deposited into your SpiderCard account until payroll is dispersed.