TEMPLE UNIVERSITY
A Commonwealth University

Diamond Dollar
1910 Liacouras Walk
Suite 202
Philadelphia, PA 19122-6027

Phone 215-204-3140
Fax – 215-204-3145

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. You may complete this form online and then print it, or you may print out a blank form and complete it by hand. In either instance, please make sure you sign and date the form before submitting it the Diamond Dollar Office.

NAME: (Please Print) _____

TUid: _____

LOCAL / DAY PHONE: ☐ ☐ ☐

E-MAIL ADDRESS: _____

Check One: ☐ START ☐ CHANGE ☐ STOP

START DATE: ☐ END DATE: ☐

DEDUCTION AMOUNT: (Check One or place an amount in the "Other" Box) PLAN / COVERAGE 131-001

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

_____ ☐
Signature Date

Complete the form and then print it.

Sign and date the printed form.

Mail or hand carry this form to:

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Diamond Dollar Office
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Suite 202
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