



# Aggie Cash Payroll Deduction Authorization

**ROUTING**  
IDS, MSC 3ID  
idsvs@nmsu.edu  
Phone 646-4835  
Fax 646-7164

This form is to be used to establish or cancel a payroll deduction for repayment of your monthly Aggie Cash transactions. The maximum allowed Aggie Cash credit balance is \$100.00. This service is available to all regular employees. Please submit completed form to NMSU ID Card Services, PO Box 30001, MSC 3ID, Las Cruces, NM 88003 or Return to Corbett Center Student Union Room 137.

## SECTION 1: REQUESTOR INFORMATION

Print Name (Last, First, Middle Initial) \_\_\_\_\_ Aggie ID # \_\_\_\_\_

Department No. \_\_\_\_\_ Dept. Mailing Address \_\_\_\_\_ Dept. Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

This represents:  **New Authorization**  **Cancellation**

Do you already have an NMSU Aggie Cash account?  **Yes**  **No**

If you have not yet established an Aggie Cash account, you must also complete an Aggie Cash Account Application and submit it along with this authorization form. You may obtain applications or additional information at [www.nmsu.edu/~idsvs](http://www.nmsu.edu/~idsvs) or by calling our office at 646-4835.

## SECTION 3: REQUESTOR APPROVAL

### AUTHORIZATION FOR PAYROLL DEDUCTION:

I hereby authorize New Mexico State University to process a payroll deduction for payment on my NMSU Aggie Cash account. The appropriate deduction amount will be taken from each payroll to bring my account balance to \$0.00. I understand that I may cancel this deduction at any time as long as my account balance is paid in full. In the event of termination of my employment with the university, I authorize the deduction of any balance owed from my final paycheck. I understand that I am liable for all unpaid balances.

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 5: INTERNAL DEPARTMENT USE ONLY

Date Received: \_\_\_\_\_

Date of Payroll Verification: \_\_\_\_\_

Date Entered on Transaction System: \_\_\_\_\_