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## S.C. STATE CREDIT UNION

### Payroll Deduction Authorization

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Paycheck Date

\_\_\_\_\_  
Last 4 digits SSN

Start     Change     Stop

### Clemson University

I hereby authorize a total deduction of  
\$ \_\_\_\_\_ to be sent to SC State  
Credit Union each pay period.

I will contact the credit union, if the  
deduction should be separated among  
different accounts.

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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Revised 10/2013

### Clemson University Requirements and Procedures for Credit Union Payroll Deductions

- **An account must be open with the “SC State Credit Union” to start a deduction.**  
Membership in the SC State Credit Union and payroll deductions for savings accounts are available to all regular full-time employees of Clemson University. Detailed information relating to SC State Credit Union membership and application forms may be acquired by visiting one of the SC State Credit Union offices or their Web site, <https://www.scscu.com/>.
- **Deductions are sent to the SC State Credit Union by SSN, not by account number.**  
It is then deposited to the first savings account under your SSN. Therefore, if deductions are to be split up between different accounts, a form must be completed at the Credit Union to specify the distribution.
- **Authorization forms must be received in HR Payroll by Wednesday following paydays to be effective for the next payday.**
- **Alternate Method - You can set up a Direct Deposit.** You can split your net pay in up to five (5) distributions. The distributions can be a mix of multiple financial institutions, as well as multiple checking and/or savings accounts. **Please do not use this form for direct deposit.** The policy and step-by-step instructions on how to access Employee Self Service to input direct deposit information can be found at: [http://www.clemson.edu/humanres/compensation/direct\\_deposit.html](http://www.clemson.edu/humanres/compensation/direct_deposit.html).