

---

## S.C. STATE CREDIT UNION

### Payroll Deduction Authorization

\_\_\_\_\_  
Name

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

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

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

Start     Change     Stop

I hereby authorize a total deduction of \$\_\_\_\_\_ to be sent to SC State Credit Union each pay period, with the exception of 3<sup>rd</sup> pay periods when deductions are not taken. I will contact the credit union, if the deduction should be separated among different accounts.

### Clemson University

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

---

Revised 06/2009

### 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 withheld on first and second paydays only.**
- **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.**
- **Please do not use this form for direct deposit.** Net checks may be direct deposited to your Credit Union checking account with a signed authorization. (See Direct Deposit Policy)  
Note: Your net check can only be deposited to one location. Ability to deposit into a Credit Union checking account is not in addition to another elected checking account.