

Season 2018 Payroll Deduction Form



This form is to be used by an employee of the University of Melbourne to advise Melbourne Theatre Company and Human Resources of an intention to deduct payments from salary paid by the University of Melbourne for MTC subscriptions.

For all booking enquiries please contact **Mellita Ilich** at Melbourne Theatre Company on **(03) 8688 0963**.

Employee Information

Employee Number _____

Employee Name _____

Email Address _____ Business Phone No _____

MTC Subscription Details

Were you a Subscriber in 2017? Yes No If yes, Subscriber No. _____

Total cost of subscription as per booking form \$ _____

Payment

Payroll Deduction Amount

Please deduct the packaged cost equally over the next four pays. I understand that I will pay a \$10 processing fee.

Please deduct the packaged cost from my next pay. I understand that I will pay a \$10 processing fee.

NOTE: If net salary is insufficient to deduct over nominated number of pay periods then deductions will continue until the cost is fully recovered.

Approval

I authorise that payroll deduction(s) be made from my salary as per the payment schedule above. I understand that my net salary will be reduced by the above amount. I agree that any amounts outstanding on termination of my employment may be deducted from any final monies owed.

Employee Signature _____

Date _____

Please mail completed form to:
MTC University Subscriptions, 252 Sturt St, Southbank, VIC, 3006

MTC Use Only:
Amount that can be deducted \$ _____
MTC Approved: _____

Date: _____

