

# Season 2019 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 2018?    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: \_\_\_\_\_

