

Bard College Children's Center & Nursery School

Employee Child Care Payroll Deduction Form



Please complete the following form and return it to the Payroll Office via email (payroll@bard.edu), Campus Mail (Payroll Office), or drop it off to the Payroll Office. The Payroll Office is located on the 2nd Floor of the Physical Plant, Room 213.

We will deduct your monthly payment twice per month based on the amount you indicate on the form with the Nursery School or Children's Center Director's verification (below). Please note that this is a *post-tax* deduction.

If you want to cancel the automatic payment deduction, you must notify the Payroll office and the Nursery School or Children's Center in writing.

If you want to cancel the amount of the automatic payment deduction, complete and submit a new deduction form and submit it to the Payroll Office.

EMPLOYEE INFORMATION AND AUTHORIZATION	
Employee Name:	Date:
Bard ID Number:	Bard Office Telephone Number:
Home Address:	Bard Email:

Please deduct \$_____ from each paycheck until further notice. You may choose to end your payroll deduction at any time by sending written notification to the Payroll Office.

I hereby agree that should I, in any way, have insufficient salary/wages in my paycheck on any given date, that I will make arrangements to make up the missed payments, either by direct payment, or at the next available pay date.

Employee Signature: _____

Date: _____

I verify the employee has enrolled their dependent in the Bard College Children's Center or Nursery School and the deduction above is the correct amount of payment for the service rendered.

Director's Signature: _____

Date: _____

Bard College Children's Center/Nursery School