



### Payroll Deduction Contract

for eligible University of Michigan faculty and staff

All fields are required. Please print clearly.

Name: \_\_\_\_\_ UMID: \_\_\_\_\_

Uniquename: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

I am currently paid: (check one)                      **bi-weekly**                      **monthly**

Minimum qualifying purchase amount for payroll deduction is \$50 (including tax). For purchases over \$250, a down payment of at least 20% of the total amount (including tax) is due at the time of purchase. Down payment must be paid via credit card, debit card, cash or cashier's check. The balance due to Computer Showcase less the down payment amount must not exceed \$2,000.

**Total amount of sale (with tax):**              **Down payment received:**              **Balance due:** (not to exceed \$2000)  
\_\_\_\_\_

I choose my deductions to be taken in: (check one)

1                      2                      3                      4 installment(s) of \$ \_\_\_\_\_ per month.

#### Terms and Conditions

- I authorize the amount(s) above to be paid once each month from the payment of my wages. *For bi-weekly employees, installment(s) will be deducted on the **second bi-weekly payroll of the month.***
- I understand that I may not have more than one active payroll deduction contract with Computer Showcase at one time. The final deduction of this contract is scheduled to take place on \_\_\_\_\_. Due to University business processes, I understand that I cannot request a new contract until the first day of the month following completion of this contract.
- I understand that payroll deductions may only be paid off earlier than stated in this contract under special circumstances. Please contact the Computer Showcase Business Manager to discuss options.
- I understand that there are **NO RETURNS OR EXCHANGES** on products purchased via payroll deduction unless a product is defective.
- If my employment with the University ends before completion of this deduction schedule, I **understand that I am legally obligated to pay the remaining balance due to Computer Showcase. Products purchased via payroll deduction remain the property of the University of Michigan until paid in full.** Final paychecks may not necessarily deduct payroll deduction balances.
- I understand that products purchased from Computer Showcase are subject to University rules; violations may result in personnel or criminal actions. Computer Showcase reserves the right to deny payroll deduction for the reasons cited at [computershowcase.umich.edu/payroll.php](http://computershowcase.umich.edu/payroll.php).

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To be completed by Computer Showcase staff:

<b>PD eligibility checked</b>	Date: _____	Initials: _____
RMS Transaction #:	_____	Manager Authorization: _____