

CORETECH Payroll Deduction Authorization Form

for eligible Washington State University employees

Minimum qualifying purchase amount for payroll deduction is \$350. A down payment of at least 10% of the total amount (including tax and \$20 setup fee) is due at the time of purchase. Down payment must be paid via credit card, debit card or cash. The balance due to CORETECH less the down payment must not exceed \$2,500.

All fields are required. Please print clearly.

Invoice #s _____

Full Name:		WSU ID:
Home Address:		Home Phone:
City:	State:	Zip:

Total amount of sale (with tax):	Down payment received:	Balance Due: (not to exceed \$2,500)
I choose my deductions to be taken in: (check one)		
☐ 6 (3 months) OR ☐ 12 (6 months) OR ☐ 24 (12 months)		Installments of \$ _____ per pay period.

Terms and Conditions

- The deduction will start on the next available pay period.
- I understand that I may not have more than one active payroll deduction agreement with CORETECH at one time. The anticipated final deduction of this agreement is scheduled to take place on _____.
- CORETECH reserves the right to deny any payroll deduction.
- There are **NO RETURNS OR EXCHANGES** on products purchased via payroll deduction.
- It is the employee's responsibility to stop the payroll deduction once balance is paid in full.
- **(Initial)** _____ I understand that Payroll deductions must be completely paid by the end of the deduction period. If a balance is due upon separation from WSU for any reason, I agree to notify CORETECH. If a balance still remains, I will pay the remaining balance immediately. Non-payment: Unpaid balances will be sent to an outside collection agency after internal collection efforts have failed to result in full payment and may be reported to one or more credit bureau reporting service(s). Collection fees of up to 50% will be assessed on the unpaid balance of an account, in accordance with RCW 19.16.500. Account holders may also be held responsible for additional court costs and attorney's fees if legal action is deemed necessary.
- I do not have any outstanding past due debt owed to the university.
- I authorize the amount(s) above to be paid on the 10th and 25th from the payment of my wages.
- To my knowledge I will be employed by WSU for the length of my payroll deduction term.

Customer Signature:	Date:
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To be completed by CORETECH staff:

Eligibility checked Date: _____ Initials: _____ Transaction #: _____**Outstanding debt checked** Date: _____ Initials: _____