



Aggie Cash Payroll Deduction Authorization

ROUTING
IDS, MSC 3ID
idsvs@nmsu.edu
Phone 646-4835
Fax 646-7814

This form is to be used to establish or cancel a payroll deduction for repayment of your monthly Aggie Cash transactions. The maximum allowed Aggie Cash credit balance is \$100.00. This service is available to all regular employees. Please submit completed form to NMSU ID Card Services, PO Box 30001, MSC 3ID, Las Cruces, NM 88003 or Return to Barnes & Noble Bookstore, 2nd Floor

SECTION 1: REQUESTOR INFORMATION

Print Name (Last, First, Middle Initial) _____ Aggie ID # _____

Department No. _____ Dept. Mailing Address _____ Dept. Phone _____

Email Address _____

SECTION 2: REQUEST DETAILS

This represents: **New Authorization** **Cancellation**

Do you already have an NMSU Aggie Cash account? **Yes** **No**

For additional information, please go online to <https://idcard.nmsu.edu/aggie-cash/> or by phone at (575) 6464-4835

SECTION 3: REQUESTOR APPROVAL

AUTHORIZATION FOR PAYROLL DEDUCTION:

I hereby authorize New Mexico State University to process a payroll deduction for payment on my NMSU Aggie Cash account. The appropriate deduction amount will be taken from each payroll to bring my account balance to \$0.00. I understand that I may cancel this deduction at any time as long as my account balance is paid in full. In the event of termination of my employment with the university, I authorize the deduction of any balance owed from my final paycheck. I understand that I am liable for all unpaid balances.

Signature of Account Holder: _____ Date: _____

SECTION 5: INTERNAL DEPARTMENT USE ONLY

Date Received: _____

Date of Payroll Verification: _____

Date Entered on Transaction System: _____