



OWLCARD Office

Diamond Dollars
1755 N 13th Street
Howard Gittis Student Center
Suite 101
Philadelphia, PA 19122

phone 215-204-3140
fax 215-204-3145
email ddollars@temple.edu
web http://diamonddollars.temple.edu

Payroll Deduction Authorization Form

This form should be used to establish a fixed amount to be deducted from your pay each pay cycle. The deducted funds will be deposited to your Diamond Dollars account and be available on the first day of the next pay cycle. This form should not be used to purchase parking services. Parking Services payroll deduction forms should be obtained at the Parking Services Office or at https://campusoperations.temple.edu/parking-transportation/signing-parking.

TEMPLE CARDHOLDER NAME:
(Please Print)

TUId NUMBER

Form with three groups of three boxes for TUId number

LOCAL / DAY PHONE

Form with three groups of boxes for phone number, including Area Code

EMAIL ADDRESS:

Check One START CHANGE STOP with corresponding boxes

PAYCYCLE Weekly Bi-Weekly Monthly

Circle one

START DATE END DATE (Enter expiration date or 99/99/99)

DEDUCTION AMOUNT:
(Check one or write amount in Other)

Plan/Coverage 131-001

\$10 \$15 \$25 \$50 \$100 \$200 Other

Signature Date

Complete the form and sign
Mail, fax or hand deliver this form to:

Temple University-Diamond Dollars Office
Howard Gittis Student Center Suite 101
1755 North 13th Street
TU ZIP 291-00
Philadelphia, PA 19122-6027