



2025-2026 Payroll Deduction Authorization

Instructions

1. Complete the employee information below
2. Select deduction type, action, and beginning pay period for each deduction
3. Sign and date the form
4. Email or cc: via Adobe to corporation_payroll@csumb.edu

For pre-tax parking, an automatically generated email will be sent to your campus email address with further instructions on how to order your pass from the store.

Please contact corporation_payroll@csumb.edu if you have any questions or concerns.

Employee Information

OtterID	
Employee Name	

Deduction Information

Deduction Type	Monthly Amount	Action (choose one)			Effective Pay Period	
		New	Delete	Change	Month	Year
Pre-Tax Parking	\$17.00					
Gym Only	\$18.00					
Pool Only	\$18.00					
Gym & Pool	\$22.00					
Donation to CSUMB Specify Designation:	\$					

Approvals

Employee Signature	Date