



PAYROLL SERVICES

Save for Summer Authorization

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact the Payroll office using the information at the bottom of the form.

INSTRUCTIONS This form allows employees who work less than 12 months a year to extend their pay over a full 12 months. Employees may also use this form to cancel their enrollment in the Save for Summer plan by using the Cancellation section below. Employees should complete the form and submit to Payroll Services as noted at the bottom of the form.

Form with fields for Employee Name, UIN, Work Phone, Email, and sections for New Enrollment OR Active Participant Update and Cancellation.

Employee Signature

Date

Submit to: Payroll Services, General Services Complex, Suite 1201, TAMU 1261, payroll@tamu.edu, Fax 979-845-4134. Need help? payroll@tamu.edu, 979-845-2711