

Standing Payroll Deduction Authorization

For your convenience, we are happy to offer Standing Payroll Deductions to help make billing easier and reduce paperwork.

Faculty and Staff Clinic

I understand that some services I receive at the UAH Health Clinic may be subject to copays, deductibles, or co-insurance, etc.

By signing this form, I give permission for any amount I owe after insurance has finished processing to be taken out of my paycheck automatically, with the limits below.

What This Means

- Up to \$150 per visit may be deducted from my paycheck (or chosen amount: \$_____ max)
- This permission applies today and any future clinic visits and stays in effect unless I cancel it in writing.
- Deductions may be made without additional notice once insurance has processed the claim.
- Deductions may occur over one or more pay periods.
- This authorization is voluntary. I can cancel it at any time by giving written notice to the Clinic.
- Any amount over \$150 will not be deducted from my paycheck and I will be notified so that I can make other arrangements, if desired.
- If the balance is not paid in a timely manner after notification, it will be handled in accordance with the UAH Employee Indebtedness Policy.

I understand this information and choose to use Standing Payroll Deductions for any balance remaining after my insurance has been processed for my clinic visits.

Name: _____

A#: _____

Signature: _____

Date: _____