



**AUTHORIZE OR DECLINE PAYROLL DEDUCTION OF RENT (“Rent”)**

For my benefit and convenience, I choose to authorize NYU Hospitals Center [or] New York University School of Medicine to deduct from my salary (after taxes) the amount I owe for my rental of the Apartment. If I authorize this, I agree that:

If the Rent including any Added Rent (“Added Rent”) for the Apartment exceeds the amount of the payroll deduction, I shall pay the remaining Rent owed to Landlord by the first day of the month; and the authorization set forth herein applies to any change in the Rent, so that if the Rent increases or decreases, the payroll deduction amount will be increased or decreased accordingly; and I am responsible for monitoring payroll deductions and for advising Rent billing staff (Finance Operations) of any problem or discrepancies.

Faculty and staff on the Bellevue or HJD payrolls cannot opt for payroll deduction of Rent.

- I authorize Rent deduction from my salary
- I do not authorize Rent deduction from my salary

Full name (please print): \_\_\_\_\_

NYULH Residential Building: \_\_\_\_\_ Apartment #: \_\_\_\_\_

\*Employee I.D #: \_\_\_\_\_

Pay Frequency:  bi-weekly  monthly  other: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

**NYULH Email address:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Note: Your employee ID number must be provided in order to activate or modify payroll deduction of Rent. Your employee ID number is a 7-digit number found on the top middle portion of your pay stub. If you are a student who has not yet been provided with this number, leave this blank.

If you have questions about payroll deduction of Rent, please write to [redf.finance@nyulangone.org](mailto:redf.finance@nyulangone.org)