

## **Request to Establish a Declining Balance Account (DBA)**

I hereby apply for a Declining Balance Account. I understand that I will need to present myself to the Office of Student Accounts (in the Administration building) during regular business hours (8:00AM to 5:00PM) to have an account established and my Albright College Identification Card encrypted.

Value can be added to my DBA account with funds provided by:

- using the Value Port Device located in the Campus Center,
- depositing monies in the Office of Student Accounts, or
- payroll deduction authorization.

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Employee Name	Signature
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Account Established by \_\_\_\_\_  
Student Accounts

## **Authorization to Establish Payroll Deduction for a Declining Balance Account (DBA)**

Please deduct from my periodic (biweekly or monthly as applicable) compensation the amount indicated below and credit the amount withheld to my DBA account. I understand that such amounts may not be available on my DBA account until the date payroll is disbursed. I further acknowledge that the number of times a change in the amount withheld may be limited by Albright College to four per year. This payroll deduction can be terminated by email or written notice to the Human Resources Department.

### **Payroll Deduction – Amount per Pay:**

- |                               |                                |                                |                                |                                |
|-------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> \$10 | <input type="checkbox"/> \$20  | <input type="checkbox"/> \$30  | <input type="checkbox"/> \$40  | <input type="checkbox"/> \$50  |
| <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$125 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$200 |

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Employee Name	Department
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Signature	Date
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Payroll Deduction Set-Up by \_\_\_\_\_  
Human Resources