
SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

Annual Program Service Fee Authorization Form

Employee Name (Please Print)	Social Security Number

I hereby authorize a payroll deduction for the annual program service fee each fiscal year, at the rate in effect for the year, for the length of my full-time or permanent part-time employment (with benefits) with Southwest Tennessee Community College.

I understand the affected pay periods and exact deduction amount for each pay period will be determined and published by the Vice President for Financial and Administrative Services.

NOTE: A program service fee is due each fiscal year from all college employees who are in full-time or permanent part-time employment (with benefits) status as of July 1 of each year.

Employee Signature	Date