



NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
AND LEAVELL COLLEGE

Payroll Deduction Memo

Date: _____

To: Shelly Cooper, Director of Human Resources and Payroll

From: _____

RE: Payroll Deduction

Please deduct the following amount **per pay period** from my paycheck for the reason listed below.

Effective Date: _____

Amount: \$ _____ **per pay period**

Reason: (add the scholarship, fund, or other account name)

Signature

Date

Download and email your completed form to hr@nobts.edu