



Business Office
125 Michigan Avenue NE
Washington DC 20017
202-884-9501 fax: 202-884-9029

Staff/Faculty Dining Dollars Authorization Form

Name: _____

Department: _____

Phone: _____ E-mail Address: _____

Dining Dollars Options (Please Note that should you leave Trinity, the balance remaining will not be refunded)

[] Dining Dollars One-Time Payment (Must be paid with cash, check, or credit card)

_____ \$100 _____ \$200 Other _____

[] Dining Dollars Recurring Payroll Deductions

Month to Start Withholding _____

Number of Pay Periods to Withhold _____

_____ \$25 _____ \$50 Other _____

Certification for Payroll Deductions:

I authorize Trinity Washington University to deduct from my paycheck the amount specified above for the number of pay periods that I have selected. After the specified number of pay periods has been reached, I must complete another form at the Business Office for deductions to continue. In order to use dining dollars you must have a new ID. If you aren't sure if your ID is new please ask a Business Office staff member and they will help you. Dining dollars take up to 48 hours to become available.

Signature: _____ Date: _____

For Office Use Only: Date Received: _____ Entered By: _____ Date: _____

Communicated to HR: _____ Communicated to Dining Services: _____