



Payroll Deduction Authorization Form

Non-Refundable Compliance Fee for NSHE Retirement Plan Loan Request

Last Name: _____ First Name: _____

NSHE Campus: _____

Employee ID: _____ Campus Phone Number _____

Employee Email: _____

Payroll Cycle ☒ Monthly ☐ Semi-Monthly

In connection to my application for a personal loan against my NSHE TIAA Retirement Plan, I hereby authorize the Payroll Department to make a one-time non-refundable deduction from my paycheck in the amount of **\$50.00** for a loan compliance fee. The compliance fee is the required fee to review the loan application to determine if the loan request is compliant with NSHE rules and regulations. I understand that this non-refundable compliance fee will be deducted from my paycheck whether or not the loan request is approved. This non-refundable compliance fee will be deducted from the next payroll cycle after this authorization is received by payroll.

[NSHE Retirement Plan Loan Request Policy](#)

Employee Signature: _____ Date: _____

Approved by NSHE Retirement Plan Administrator: _____

Received / Processed by Payroll Office: _____