

# U-M Computer Showcase • Payroll Deduction Contract

for eligible University of Michigan faculty and staff  
computer.showcase@umich.edu / (734) 647-2537

All fields are required. Please print clearly.

Name:	UMID:
Uniqname:	Department:
Home mailing address (no P.O. boxes please):	Daytime phone:
	Home phone:

**I am currently paid (check one):**     bi-weekly     monthly

Total Amount (with tax)	Minimum Down Payment*:	Maximum # of Months:
\$70 – \$249	\$0	1
\$250 – \$599	\$100	2
\$600 – \$999	\$200	3
\$1000 and up	\$300 and up	4

(\*) Down payments, when required, must be paid via credit card, debit card, cash or cashiers check  
The balance due the Showcase may not exceed \$1,300

Total amount of sale (w/tax):	Down payment received:	Balance due:

I choose my deduction(s) to be taken in (check one):

1     2     3     4    installment(s) of \$ \_\_\_\_\_ per month

**Terms and conditions:**

- 1) I authorize the above amount(s) to be paid by payroll deduction once each month from payment of my wages.  
*Note: For bi-weekly employees, the installment will be deducted on the **second bi-weekly** payroll of the month.*
- 2) I understand I may not have more than one payroll deduction contract active at the Showcase at one time.
- 3) I understand that there are **NO RETURNS OR EXCHANGES** on products purchased via payroll deduction unless a product is defective.
- 4) If my employment with the University ends before completion of the deduction schedule, **I understand that I am legally obligated to pay the remaining balance due to the U-M Computer Showcase.** *Products purchased via payroll deduction remain the property of the University of Michigan until paid in full.*
- 5) Products sold are subject to University rules; violations may result in personnel or criminal actions. Showcase reserves the right to deny payroll deduction for the reasons cited on our website.
- 6) Payroll deductions may not be paid off early, with the exception of terminating employees (See # 4 above).  
The final deduction is scheduled to take place on \_\_\_\_\_. To avoid possible errors I understand I must wait until the first day of the following month before requesting a new contract.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Eligibility Verification		Manager Authorization (print): _____  Signature: _____  Showcase Order #: _____
A&A Staff:		
Date	Cashier initials	