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**SweetCash Payroll Deduction Form**  
**Sweet Briar College Business Office**

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The SweetCash payroll deduction form is used to request a payroll deduction, which will be transferred and applied to an employee's SweetCash account. The deduction will remain in effect until the employee terminates the deduction or completes a new form.

For more information on the SweetCash account, visit the website at [www.sweetbriarcad.com](http://www.sweetbriarcad.com). You may contact the Campus Card Service Center by calling 1-866-SBC-5740, or emailing [mycard@sweetbriarcad.com](mailto:mycard@sweetbriarcad.com).

Biweekly Payroll deduction form must be received by the Payroll Coordinator by Monday preceding the BW payday.

Monthly Payroll deduction form must be received by the Payroll Coordinator by the 15th of the month for the month of the deduction

**Employee Information**

I request that the amount indicated below, which is not less than \$20.00 per month be deducted from my pay each pay period.

I understand that the payroll deduction amount will be transmitted to Cardsmith to be added to my SweetCash account within 2 business days of the payroll date.

I understand that all amounts deducted will be transferred to the SweetCash Program and applied to my SweetCash Account and are not refundable except as described in the card program terms and conditions.

**This section to be completed by the employee**

SBC ID number: \_\_\_\_\_  
(From ID Card)

Name of Employee: \_\_\_\_\_  
(Print your legal name)

Signature of Employee \_\_\_\_\_

Deduction Amount: \_\_\_\_\_  
(minimum payroll deduction amount is \$20.00 per month)

Date: \_\_\_\_\_

**This section to be completed by Payroll Coordinator**

Date form was received \_\_\_\_\_

Effective Pay Date \_\_\_\_\_

Approval \_\_\_\_\_