

**THE CITADEL  
IDENTIFICATION / CHARGE ACCOUNT AUTHORIZATION FORM FOR EMPLOYEES**

**NEW HIRE**

**NAME CHANGE**

**OTHER** \_\_\_\_\_

Employee Name:

Hire Date:

SSN#:

Department:

Home Address:

City, State, Zip Code:

Home Phone #:

Work Phone #:

E-Mail Address:

CHECK ONE. (ALL TEMPORARY EMPLOYEES, WITH THE EXCEPTION OF ADJUNCT FACULTY, ARE NOT AUTHORIZED TO CHARGE.)

**EMPLOYEE IS NOT AUTHORIZED FOR CHARGING PRIVILEGES.**

**EMPLOYEE IS AUTHORIZED FOR CHARGING PRIVILEGES. (MUST READ AND SIGN AGREEMENT BELOW.)**

CHECK BOX, IF AUTHORIZING SPOUSE TO USE CHARGE CARD IN YOUR NAME. LEAVE BLANK, IF YOU DO NOT WANT SPOUSE TO CHARGE.

I AUTHORIZE MY SPOUSE, \_\_\_\_\_, TO MAKE CHARGES IN MY NAME.

**AGREEMENT TO SETTLE CHARGE ACCOUNT**

I understand that it is a privilege to charge goods and services received while associated with The Citadel. I understand that when I charge goods and services that I must pay for them. Furthermore, I understand that should I have a financial obligation to The Citadel that the obligation must be paid. If at any time, my account becomes 60 days past due, I agree to allow The Citadel to deduct the full balance from my paycheck. I understand that failure to meet my financial obligations resulting from charges to my account at The Citadel will result in my account being placed with a collection firm. I will be responsible for all collection costs, Attorney's fees and court costs incurred by The Citadel in collecting my delinquent account. If I fail to pay the obligation by the time of my separation, I authorize The Citadel to initiate any action deemed appropriate to collect any outstanding financial obligation, including deducting the amount I owe from my final paycheck.

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

\_\_\_\_\_  
Date

\*ATTENTION GRADUATE AND PROFESSIONAL STUDIES/ TREASURER'S OFFICE\*

Please issue an identification card for the above employee. Please see the box checked above for status of charging privileges.

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date