

HOW TO COMPLETE THE PAYROLL GIVING FORM

Section 1: Payroll Authorization

To continue your current payroll deduction with no changes:

- You **do not** need to do anything! Your previous instructions will remain in effect until you cancel. Thank you!

Please start with completing the following sections of Section One of the Payroll Giving Card:

- **Employee Name** Enter employee first and last name.
- **Employee Number** Enter employee number. All digits are required.
- **Number of Pay Periods** Circle the pay period frequency applicable to you.
- **Location Code** Enter employee location code.
- **School/Dept. Name** Enter School or Department name.
- **Payroll Deduction** Enter amount (per pay period) x (# of pay periods) = \$ per year.
- **Signature & Date** Enter date and employee signature (Payroll deductions cannot be processed without employee signature.).

To begin a payroll deduction contribution or to contribute to additional FDAs:

- Check the "NEW \$" column next to the name of the FDA(s) to which you wish to begin contributing.
- In the "\$ AMOUNT" column, write in the amount of your contribution per pay period.
- Minimum amount for payroll deduction is \$2.00 per FDA per pay period.

To change the amount of your current payroll deduction:

- Check the "CHANGE \$" column next to the name of the appropriate FDA(s).
- In the "\$ AMOUNT" column, write in the new amount of your contribution per pay period.

To cancel a current donation:

- Check the "CANCEL" column next to the name of the appropriate FDA.

Section 2: One-Time Gift

Use section 2 to make a one-time gift:

- Make a gift by check.
- Please note: If you choose to designate your gift to a specific charity not listed in the agency directory, please make sure the charity you designate is a tax-exempt organization - IRS classification 501(c) (3).