

## HOW TO COMPLETE THE PAYROLL GIVING CARD

### Section One: 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 filling in the requested information requested in Section One of the Payroll Giving Card as follows:

- **Employee Name** Enter employee first and last name
- **Employee Number** Enter employee number. (All digits are required.)
- **My gift is \$:** Enter donation amount (per pay period)  
(Minimum donation is \$2.50 to each agency per pay period.)
- **Location Code** Enter employee location code
- **School/Dept. Name** Enter School or Department Name
- **Phone Number** Enter Phone Number (daytime)
- **Payroll Deduction (\$\_\_\_\_\_ for the year)** Enter (donation amount each pay period) *multiplied by* (total number of pay periods per year) = \$ for the year
- **Signature & Date** Enter Employee Signature and date signed. (Payroll Deductions cannot be processed without employee signature.)

To begin a NEW Payroll Deduction contribution or to contribute to additional Charitable Agencies:

- Check box in the “**New**” column next to the name of the Charitable Agency(ies) that you wish to begin contributing.
- In the “**\$ Amount**” column, write in the amount of your contribution per pay period. (Minimum amount for payroll deduction[s] is \$2.50 to each agency per pay period.)

To CHANGE the amount of your existing payroll deduction:

- Check box in the “**Change**” column next to the name of the appropriate Charitable Agency(ies)
- In the “**\$ Amount**” column, write in the new amount of your contribution per pay period.

To CANCEL an existing payroll deduction:

- Check the “**Cancel**” column next to the name of the appropriate Charitable Agency(ies)