**DePauw University**

**Payroll Deduction Authorization**

**2012-2013 Employee Contribution**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus phone extension \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part One: Choose an allocation for your gift**

***If you wish to choose multiple allocations, please fill out a separate form for each.***

I wish to direct my support to the following:

□ Unrestricted (DePauw Annual Fund)

□ Need-based Scholarships

□ Tiger Club (support of DePauw Athletics):

* Direct 100% of my Tiger Club gift to the General Fund for Athletics
* Direct 50% of my Tiger Club gift to the General Fund for Athletics and 50% towards:
  + - Sport (please specify gender) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Academic department or program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part Two: Choose the frequency of your payroll deduction (please choose only one)**

***If you select Option 3, you will need to submit a new form at the start of each fiscal year (July 1).***

□ **OPTION 1: One-time Gift**

I hereby authorize DePauw University to withhold from my University salary the following:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a one-time gift from my paycheck dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

□ **OPTION 2: Ongoing Semi-Monthly Gift**

I hereby authorize DePauw University to withhold from my University salary the following (to continue from one fiscal year into the next, until I notify the Annual Giving Office):

$\_\_\_\_\_\_\_\_\_\_\_\_\_ each pay period, to begin with my paycheck dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

□ **OPTION 3: Fixed Total Gift** (fiscal year ends June 30, 2013)

***See “Quick Reference Guide” on next page.***

I hereby authorize DePauw University to withhold from my University salary the following:

$\_\_\_\_\_\_\_\_\_\_\_\_\_ each pay period for \_\_\_\_\_\_\_ pay periods to begin with my paycheck

dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a total gift of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in fiscal year 2013.

**Part Three: Sign your form and send to the Annual Giving Office, Charter House**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Please mark if applicable:**

□ I do not wish to have my name printed in the Donor Annual Report.

**Tax receipt:**

A tax receipt will be issued in January 2014 for all payroll deduction gifts made the previous year.

**Please send this form to:** Attn: Sara Tuggle

Annual Giving Office

Charter House

**Quick Reference Guide**

**Amount/pay period # pay periods Date of starting paycheck Total gift**

|  |  |  |  |
| --- | --- | --- | --- |
| Amount/pay period | # pay periods | Date of starting paycheck | Total gift |
| $4.17 | 24 | July 13, 2012 | $100.08 |
| $5.56 | 18 | October 15, 2012 | $100.08 |
| $8.34 | 12 | January 15, 2013 | $100.08 |
| $16.67 | 6 | April 15, 2013 | $100.02 |
|  |  |  |  |
| Amount/pay period | # pay periods | Date of starting paycheck | Total gift |
| $10.42 | 24 | July 13, 2012 | $250.08 |
| $13.89 | 18 | October 15, 2012 | $250.02 |
| $20.84 | 12 | January 15, 2013 | $250.08 |
| $41.67 | 6 | April 15, 2013 | $250.02 |
|  |  |  |  |
| Amount/pay period | # pay periods | Date of starting paycheck | Total gift |
| $20.84 | 24 | July 13, 2012 | $500.16 |
| $27.78 | 18 | October 15, 2012 | $500.04 |
| $41.67 | 12 | January 15, 2013 | $500.04 |
| $83.34 | 6 | April 15, 2013 | $500.04 |
|  |  |  |  |
| Amount/pay period | # pay periods | Date of starting paycheck | Total gift |
| $41.67 | 24 | July 13, 2012 | $1,000.08 |
| $55.56 | 18 | October 15, 2012 | $1,000.08 |
| $83.34 | 12 | January 15, 2013 | $1,000.08 |
| $166.67 | 6 | April 15, 2013 | $1,000.02 |
|  |  |  |  |
| Amount/pay period | # pay periods | Date of starting paycheck | Total gift |
| $62.50 | 24 | July 13, 2012 | $1,500.00 |
| $83.34 | 18 | October 15, 2012 | $1,500.12 |
| $125.00 | 12 | January 15, 2013 | $1,500.00 |
| $250.00 | 6 | April 15, 2013 | $1,500.00 |
|  |  |  |  |