



Nebraska Wesleyan University PAYROLL DEDUCTION AUTHORIZATION FORM

Name _____ Faculty Staff

Email _____@nebrwesleyan.edu Phone extension _____

Payroll Cycle:

Monthly (25th) Bi-Monthly (10th & 25th) 9-month 10-month 11-month 12-month

Gift Designation:

Archway Fund (supports annual university needs) Other Fund _____

Pledge Information:

This is a change to an existing pledge. The existing pledge will be cancelled and a new pledge will be created

This is a new pledge

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| <p>OPTION #1: Sustaining pledge – open-ended pledge indicating that you want a gift deducted from your paycheck indefinitely. To update your pledge, fill out a new form or contact the Business Office.</p> <p>Amount to be deducted <i>per pay period</i>: \$ _____</p> <p>Start Date: _____</p> | <p>OPTION #2: Fixed pledge – pledge over a set timeframe (e.g. one year). If you want to change/update your gift amount or timeframe, you must fill out a new form.</p> <p>Amount to be deducted <i>per pay period</i>: \$ _____</p> <p>Start Date: _____ End Date: _____</p> |
| <p>OPTION #3: One-time deduction – a single gift deducted from your paycheck.</p> <p>Amount to be deducted: \$ _____ Date of Deduction _____</p> | |

I authorize Nebraska Wesleyan University to make these deductions from my paycheck.

Signature: _____ Date: _____

Note: Those who wish to make a contribution to the University are reminded that the IRS regulations prohibit the allocation of gifts to University accounts that are controlled by the donor. Specifically, if and individual is either the administrator or had been given signing authority for a particular account, that individual’s contribution made either in the form of a check or payroll deduction, cannot be directed to any account from which they authorize expenditures.

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| For UA/Business Office | |
| PL# _____ | RD# _____ |
| Designation # _____ | Campaign Code _____ |
| GL Account # _____ | |
| Closed PL#/RD# _____ | |