



# SEATTLE UNIVERSITY

## FACULTY & STAFF GIVING FORM (PAYROLL DEDUCTION)

Adv Services use only

Import

### INSTRUCTIONS

Thank you for supporting Seattle University. Giving through payroll deduction is an easy, cost-effective way to support our students and programs. Please complete this form, save a copy, and **submit it to the Gift Processing Manager in Advancement Services (ADMN 305B)**.

**Note:** Your first deduction will be determined by your requested month to start giving, the submission date of the form and your pay schedule (ie. Exempt, Non-Exempt, etc.) You will receive a confirmation email which will provide the confirmed start date and other details regarding your payroll deduction. All gifts by payroll deduction are receipted with a cumulative statement sent annually by the end of January. *Questions? Contact Advancement Services at 206-220-8466 or gifts@seattleu.edu.*

### IDENTIFYING INFORMATION

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
 Campus ID: \_\_\_\_\_ Work Address: \_\_\_\_\_  
 SU Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Check here if you are **not** on a 12-month pay schedule. Please enter your pay schedule: \_\_\_\_\_ months per year.

**PAYMENT SCHEDULE** Please check one:  Exempt (*Bi-weekly pay dates: 15th & 31st*)  Non-Exempt (*Bi-weekly paydates: 10th & 25th*)

For administrative purposes, the minimum monthly payroll deduction is **\$10.00**, and minimum duration is **3 months**.

- Ongoing commitment: \$ \_\_\_\_\_ per month with no end date.
- 12-month commitment: \$ \_\_\_\_\_ per month x 12 months = \$ \_\_\_\_\_.
- 9-month commitment: \$ \_\_\_\_\_ per month x 9 months = \$ \_\_\_\_\_.
- 6-month commitment: \$ \_\_\_\_\_ per month x 6 months = \$ \_\_\_\_\_.
- 3-month commitment: \$ \_\_\_\_\_ per month x 3 months = \$ \_\_\_\_\_.
- Other: \$ \_\_\_\_\_ per month x \_\_\_\_\_ months = \$ \_\_\_\_\_.

*Interested in making a one-time gift or other giving options? Visit [www.seattleu.edu/giving](http://www.seattleu.edu/giving) or contact Annual Giving at 206-296-2332.*

Month to start giving: \_\_\_\_\_/\_\_\_\_\_(mm/yy)

**\*\*As of January 2017 - Please be aware that your elected deduction will occur on a bi-weekly basis. For example, if you elect to deduct \$20.00/month, you will see \$10.00 deducted per bi-weekly paycheck.**

**If you have an existing payroll deduction on record:**

- Please discontinue my existing deduction and replace with this new commitment.
- Please keep my existing deduction in place until it expires. This new commitment will continue where it leaves off.
- This is in addition to any existing deductions I have on record.

### GIFT DESIGNATION

Please designate your giving below. For cost efficiency purposes, please note there is a max of two designations. (Automatic split of 50/50%)

- Seattle University Fund
- Annual Scholarship Fund
- School/College/Dept (please specify) \_\_\_\_\_
- Other Designation: \_\_\_\_\_

**By signing below, I understand that I am responsible for informing Advancement Services (x8466) if my giving needs to be amended or terminated.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If submitting electronically, type out full name)

**Thank you for supporting Seattle University!**

ADV SRVS USE ONLY:

Reviewed: \_\_\_\_\_

Start: \_\_\_\_\_

Bi-Weekly Deduction: \_\_\_\_\_

SS Flag Applicable? Yes / No