



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 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