

## FACULTY & STAFF PAYROLL DEDUCTION GIFT AUTHORIZATION

**Important: Read these instructions before completing the payroll deduction gift authorization form.**

- This payroll deduction form should be used only for gifts for the University of Minnesota and programs supported through the University of Minnesota Foundation. There is a minimum deduction of \$5 per person per pay period.
- All current gift deductions must be listed. Do not include United Way or any other non-University gift deductions.
- Your payroll gift deduction will be based entirely on what is shown on this form.
- You must submit a new form in order to cancel/start your deduction. Complete the form showing your current gift deduction and place a zero in the amount per pay period column for those deductions you wish to stop.

SAMPLE PLEDGES AND DEDUCTIONS	
Annual Contribution	Deduction Per Pay Period (bi-weekly, 26 pay periods)
\$260	\$10.00
\$500	\$19.23
\$1,000	\$38.46
\$2,500	\$96.15
\$5,000	\$192.31

**Please complete the following:**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Employee I.D. (People Soft) Number \_\_\_\_\_

<b>Current Deductions (if applicable):</b>	Designations (Foundation fund name and number if known)	Amount Per Pay Period	Total Expected Gift Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**New Deductions:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total to be deducted each pay period** \_\_\_\_\_

I authorize the payroll department to deduct my contribution as shown above. Keep a copy of this form for your records.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Questions:** Call Gift Processing at 612-624-4076

**Mail to:** University of Minnesota Foundation

Attn: Gift Processing

McNamara Alumni Center, University of Minnesota Gateway, 200 Oak St. SE, Suite 500, Minneapolis, MN, 55455

# You Make Great Things Happen

SUPPORT THE UNIVERSITY COMMUNITY

Faculty and staff giving plays important roles in helping the U maintain its high-quality programs. When you make a gift through the University of Minnesota Foundation, you can designate it to any U of M college, department, or program. There are a number of ways to give, including stock.

**Please note any name or address corrections here:**

## Ways of giving to the University of Minnesota:

**Payroll Deduction** – I would like my contribution deducted from my paycheck (\$5 per pay period minimum).

**Cash** – Please accept the enclosed check for \$ \_\_\_\_\_ payable to the University of Minnesota Foundation.

**Charge** – Please charge my gift of \$ \_\_\_\_\_ to: \_\_\_ VISA \_\_\_ American Express \_\_\_ Discover \_\_\_ MasterCard

Account# \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Stock** – I would like someone to contact me about a stock gift. Call me at : \_\_\_\_\_

**Matching Gift** – Enclosed is a matching gift form from another employer or my spouse's company.

## Mail this form with your gift to:

University of Minnesota Foundation

Attn: Gift Processing

McNamara Alumni Center, University of Minnesota Gateway

200 Oak St. S.E., Suite 500, Minneapolis, MN, 55455