

Saint Mary-of-the-Woods College

Annual Woods Fund Payroll Deduction Program

For Voluntary Contributions

*Please use this form to initiate, change, or cancel your payroll deduction.
Smaller, frequent gifts can make a generous contribution more comfortable...and are most appreciated!*

Dr./Mr./Mrs./Ms. _____
Last Name
First
M.I.

College/Dept/Program _____

Campus Phone () _____

Home Address _____

City
State
Zip

Check all that apply: Faculty Staff

PAYROLL DEDUCTION

- New Deduction
- Change Deduction (*replaces existing deduction*)
- Cancel Deduction

	<i>Paid Bi-Weekly (26 paychecks)</i>	<i>Paid Monthly</i>
Your gift of \$13 is only	\$.50 a paycheck	\$ 1.08 a paycheck
Your gift of \$50 is only	\$ 1.92 a paycheck	\$ 4.17 a paycheck
Your gift of \$100 is only	\$ 3.85 a paycheck	\$ 8.33 a paycheck.
Your gift of \$1,000 is only	\$ 38.46 a paycheck	\$83.33 a paycheck
and so on....all numbers are rounded up.		

- I would like to have a gift in the amount of \$_____ deducted from each pay period.
- I would like to have my “fair share” (1% of my paycheck) deducted from each pay period.
- I would like to give a one-time gift in the amount of \$_____ to be deducted in the month of _____.

I hereby authorize the Human Resource Department to deduct from my paycheck the amount specified now or in the future for philanthropic gifts for which I have agreed, which are maintained by the SMWC Annual Woods Fund. This authorization will remain in effect until cancelled by SMWC or me.

EMPLOYEE SIGNATURE _____

Payroll deduction contributions may be tax-deductible. Please consult your tax advisor.
Annual gift acknowledgements will be provided for tax purposes.

Please return the completed form to:
Annual Woods Fund, Office of Development and Alumnae Relations, Guerin 102 – Attn: Heather Hendrix
 If you need additional information, please contact Heather Hendrix at (812) 535-5234 or hhendrix@smwc.edu.

THANK YOU!