



PAYROLL DEDUCTION ELECTION FORM

Instructions: 1) Fill in the employee information requested; 2) Enter where you want your donation to go in the Gift Designation field and enter the \$ amount you want to come out monthly or at one time; 3) Check the box next to the type of gift you are making: a One-Time gift comes out of your check all at once, a Recurring Gift comes out every month, and a Monthly Gift with End Date comes out every month but ends with the last paycheck date you specify; 4) Check the box agreeing to the terms and sign the form.

Employee Information

Employee Name: Susie Que Employee ID: 0001234
 Email: sque@uttyler.edu Department: Advancement
 Mailing Address: 123 Home Dr City, State Zip: Tyler, TX 75703

Gift Information

Gift Designation	Cost Center	Campus	Monthly/One-Time Amount (\$)
Food Pantry	leave this blank	UTT	41.66
School Spirit	leave this blank	UTT	41.66

Payroll Deduction Information

☐ One Time Gift

Amount \$:

1,000.00

Note: Use this for a one time gift.

Paycheck Date to Pay:

11.26

☐ Recurring Gift

Total Monthly Amount \$:

83.33

Note: Use this for ongoing payroll deductions. You can end at any time.

Paycheck Date to Start:

11.26

☐ Monthly Gift with End Date

Total Monthly Amount \$:

83.33

Note: Use this if you have a set amount you plan to give in a set amount of time.

Paycheck Date to Start:

11.26

Paycheck Date to End:

12.31.26

☐ I accept that this form must be received two (2) weeks before the intended deduction month. **AUTHORIZATION FOR PAYROLL DEDUCTION:** I voluntarily authorize the monthly or one-time deduction from my after-tax wages for a charitable contribution as indicated above. I also understand that I may revoke this authorization at any time by giving my payroll office a written notice.

Employee Signature: Susie Que Date: 11.1.25

Gift Processor Signature: _____ Date: _____

Payroll Signature: _____ Date: _____