



## Ithaca College Payroll Deduction Authorization

I want to:

- Start a new payroll deduction
- Change an existing payroll deduction

Payroll deduction frequency:

- Biweekly (26 pay periods)
- Semimonthly (24 pay periods)
- 10-month employee (19 pay periods)

Name \_\_\_\_\_

Employee ID # \_\_\_\_\_ Office Phone \_\_\_\_\_

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

Please use my gift for:

- Ithaca College Annual Fund (used where needed most)
- Ithaca College Annual Fund for Financial Aid
- Other (please specify): \_\_\_\_\_

I authorize Ithaca College to deduct \$ \_\_\_\_\_ from my paycheck each pay period beginning \_\_\_\_\_ (please allow at least two weeks for processing). I understand that this deduction will continue until I revise this agreement.

NOTE: If you have questions or wish to set up a special payment plan, please send an email to [giving@ithaca.edu](mailto:giving@ithaca.edu) or call 274-3938.

Here's how your payroll-deducted gift quickly adds up over 12 months:

*Biweekly Payroll (26 pay periods)*

<b>Estimated annual gift</b>	<b>\$50</b>	<b>\$100</b>	<b>\$250</b>	<b>\$500</b>	<b>\$1,000*</b>
<i>Deduction per pay period</i>	\$1.93	\$3.85	\$9.62	\$19.23	\$38.47

*Ten-Month Employee (19 paychecks)*

<b>Estimated annual gift</b>	<b>\$50</b>	<b>\$100</b>	<b>\$250</b>	<b>\$500</b>	<b>\$1,000*</b>
<i>Deduction per pay period</i>	\$2.63	\$5.26	\$13.16	\$26.32	\$52.64

*Semimonthly Paycheck (24 pay periods)*

<b>Estimated annual gift</b>	<b>\$50</b>	<b>\$100</b>	<b>\$250</b>	<b>\$500</b>	<b>\$1,000*</b>
<i>Deduction per pay period</i>	\$2.09	\$4.17	\$10.42	\$20.84	\$41.67

*\*Gifts of \$1,000 or more in a 12-month period are recognized by the college's Blue & Gold Society. Visit [ithaca.edu/bluegold](http://ithaca.edu/bluegold) for more information.*

**Please return this form to Gift Processing • Alumni Hall • Ithaca College**

**OFFICE USE ONLY**

Start Date \_\_\_\_\_ Stop Date \_\_\_\_\_ Date Entered \_\_\_\_\_

- Original to Payroll  Development Office  Deduction File Copy