NAME: _____

ADDRESS: _____

DEPARTMENT: _____ **I am paid** (check one)**:** ___Bi-weekly __Monthly

There are three ways of giving:

I.   **Payroll Deduction**:

(please check one)

☐ I am not currently enrolled in payroll deduction.
☐ This is in place of my current payroll deduction.
☐ This is in addition to my current payroll deduction.

(please check one)

☐ Payroll deduction - **ongoing**. Deduct my gift(s) each pay period until I notify either Human Resources or the Development Office to increase/decrease the stated amount or to stop the deduction process indicated on this form.

☐ Payroll deduction - **fiscal year only:** June 2016 – May 2017

Enter amount and designation for each deduction: (example: Deduct $10 each pay period for the Juniata Scholarship Fund and $15 each pay period for JClub.)

Deduct $_____ each pay period for the Juniata Scholarship Fund.
Deduct $_____ each pay period for _____.
Deduct $_____ each pay period for _____.
Total $_____ each pay period.

II.   **One-Time Payroll Deduction.**

☐ Deduct $_____ in the following *specific pay period* (s):
_____ for _____
     Enter pay period(s)   Enter designation

III.   **A 2016-17 gift is enclosed.**

☐ Check enclosed payable to *Juniata College*.
☐ Credit Card-- Please charge (circle one): Visa   MasterCard   Discover   American Express
     Account #: _____ Exp. Date_____
     ☐ One Time Payment of $_____.
     ☐ Recurring Payments--Bill my credit card a total of $_____ monthly through May 31, 2017.
          $_____ of total should be given to the Juniata Scholarship Fund.
          $_____ of total should be given to _____.
          $_____ of total should be given to _____.

Any questions concerning your gift designation should be directed to Susan Sieber x 3112. You may also call her with your credit card information or go online to www.juniata.edu/give.

▪▪

No goods or services are provided as whole or part consideration for any contributions made by payroll deduction. All payroll deduction contributions are tax deductible as allowed by law.

SIGNED _____
DATE _____

Return this form to the Development Office, Founders Hall.

Office Use Only
Payroll Deduction
☐ Ongoing--$_____total to be deducted each pay period.
☐ Current Fiscal Year--$_____total to be deducted each pay period.
☐ One-Time $_____ during _____ pay period.