TEPPER SCHOOL OF BUSINESS FACULTY & STAFF PAYROLL DEDUCTION FORM

Name: ______________________________________________________________________
CMU Email: ____________________________________________________________________ Ext.: ____________________

□ Please recognize this as a joint gift with my spouse/partner. Name: ____________________

□ I am paid monthly. □ I am paid bi-weekly.

□ Designate my gift to:
  □ Dean Dammon’s Discretionary Fund (provides support to greatest area of need)
  □ Tepper School Scholarships
  □ Other: ___________________________________________________________________

*Other gifts can be designated to anything from the Career Opportunities Center to Faculty Research to Staff Development.
Questions? Ask Meghan Bollens in Annual Giving office. (x2697)

Payroll deductions of $83.33 per month or more over 12 months qualify you for the W.L. Mellon Society.

YOU HAVE TWO OPTIONS WHEN CHOOSING PAYROLL DEDUCTION. PLEASE SELECT ONE:

OPTION 1: Deduct $_____________ per pay starting in ________________ (month/year) and ending in ________________ (month/year) for a total pledge of $______________.

OPTION 2 (CONTINUOUS): Deduct $______________ each pay until I notify Gift Administration in writing at gift-administration@andrew.cmu.edu to stop or change, starting in ________________ (month/year).*

*Bi-weekly employees will only have two payroll deductions in the months with three pay periods.

□ This form replaces my current pledge(s). □ This form is in addition to my current pledge(s).

Payroll requires your signature in order to begin the deduction.

___________________________________________
Signature

**Payroll deduction requests received after the Workday monthly deadline will be deducted in the next month pay cycle.

For quicker processing, please scan and email this form to Meghan Bollens (mbollens@andrew.cmu.edu). You may also print out this form and send to Tepper School of Business Advancement (Suite 213).

Remember: If your spouse/partner works for a company with a matching gift program, it can increase the value of your gift. Please visit www.giving.cmu.edu/matchinggifts for more information.

Note: No goods or services were provided in consideration of this contribution. Please consult your tax advisor and form 1040 for gifts of cash and listed securities and form 8283 for non-cash gifts.

THANK YOU FOR YOUR SUPPORT!