

EMPLOYEE PAYROLL DEDUCTION FORM



OHIO
UNIVERSITY

I. Employee Information

Name (last, first, middle) _____

Employee ID # _____ Department _____ Campus _____

Campus Phone _____ Campus E-mail _____

Home address _____

I am a graduate of Ohio University: Yes No If yes; year of graduation: _____

II. Gift Information

Below please indicate which fund(s) you would like to designate for your payroll deduction and the amount per fund per pay period. You should designate at least one fund, and you can designate up to three per payroll deduction form. If you need additional space, please attach an additional form.

Amount per pay period \$ _____ Gift Designation _____

Amount per pay period \$ _____ Gift Designation _____

Amount per pay period \$ _____ Gift Designation _____

Total per pay period \$ _____

I certify that I do not benefit from or control the Foundation account to which these funds will be contributed. _____
(Initial here)

Note: Contributions are NOT tax-deductible if the donor retains control of or benefits from the donated funds. For example, a department chair's contribution to his/her department discretionary account or an employee's gift to a scholarship fund for which he/she serves on the selection committee will not be counted as charitable gifts according to IRS guidelines. In these situations, the Foundation will not issue a charitable gift receipt. When individuals contribute to accounts over which they have no expenditure control (i.e. no signing authority) and from which they receive no benefit, their gifts are considered charitable and the Foundation can issue charitable gift receipts.

Date of First Payroll Deduction _____ (leave blank if you would like to start the payroll deduction as soon as possible)

Frequency: One-time gift Deduct until _____ (date) Deduct until further notice

Payroll Type: Semi-monthly Bi-weekly

I already have an active payroll deduction: Yes No NOTE: This will replace and supersede previous payroll deductions.

Authorization

I hereby authorize and request the Ohio University Payroll Office to deduct the amount(s) designated above from my paycheck each pay period, and to remit the withheld amount(s) to The Ohio University Foundation. This authorization will continue in effect until the identified stop date or until termination of my employment with Ohio University. This authorization may be revised or rescinded at my discretion with written notice via email to giving@ohio.edu or via campus mail to the Office of Annual Giving, McGuffey Hall, Athens OH 45701.

Signature: _____

III. Submission Information

Email your completed forms to giving@ohio.edu. Emails must be sent from the employee's OHIO email address. Alternatively, forms can be mailed via campus mail to the Office of Annual Giving, McGuffey Hall, Athens, OH 45701 or via United States Postal Service to Office of Annual Giving, McGuffey Hall, 1 Ohio University Drive, Athens, OH 45701.