

# Pittsburg State University – Payroll Deduction Form

If you are currently enrolled in the Payroll Deduction Program and DO NOT wish to make any changes, no further action is needed.

**Please change my deduction as indicated below:** (please check appropriate box)

- NEW PLEDGE - I am not currently enrolled in the Payroll Deduction Program for gifts to PSU.
- This pledge REPLACES all other existing Payroll Deduction pledges.
- This pledge is an ADDITION to an existing Payroll Deduction pledge already in place.

## Payroll Giving Options:

- I wish to enroll with deductions made CONTINUOUSLY until I notify HRS to discontinue.  
Please deduct \$ \_\_\_\_\_ per pay period beginning \_\_\_\_\_ (date).
- I wish to deduct \$ \_\_\_\_\_ for \_\_\_\_\_ pay periods for a total pledge of \$ \_\_\_\_\_,  
beginning on \_\_\_\_\_ (date).

name \_\_\_\_\_ ID# \_\_\_\_\_

campus mail address \_\_\_\_\_ campus phone \_\_\_\_\_

signature \_\_\_\_\_ date \_\_\_\_\_

**Purpose of gift**– If your gift is allocated to different areas, please specify amounts.

- Unrestricted Use (where needed most).

\$ \_\_\_\_\_.

- Restricted: name of funds(s) and amount.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## Return this card when completed to:

University Development Office

200 Shirk Hall • phone: 235-4768

FOR OFFICE USE ONLY

Development: \_\_\_\_\_

Cc: HRS: \_\_\_\_\_ Entered: \_\_\_\_\_

Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_