

OFFICE OF INSTITUTIONAL ADVANCEMENT  
REGIS FACULTY AND STAFF VOLUNTARY PAYROLL DEDUCTION

Regis Voluntary Payroll Deduction Form: This form is to be used only for the *Let It Shine Gala 2019*. Your contribution to the Let It Shine Gala will be in addition to any current payroll deduction. If you are purchasing an individual ticket for the gala, \$335 of the \$500 ticket price is tax-deductible.

For Regis Fund payroll deductions, please use this form:

[https://alumni.regiscollege.edu/file/documents/annualfund\\_pay\\_deduct\\_updated.pdf](https://alumni.regiscollege.edu/file/documents/annualfund_pay_deduct_updated.pdf)

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**Authorization Agreement**

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**Yes**, I wish to support the 2019 Let It Shine Gala through voluntary payroll deduction. I understand that my gift to Regis will be deducted from my post-tax earnings. I also understand that for my tax reporting purposes I will receive a formal printed gift receipt from the university's Institutional Advancement office after the close of the calendar year acknowledging my giving through the payroll deduction plan.

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**Fiscal Year Donation**

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☐ Individual Ticket      ☐ Donation

☐ **Faculty Payroll:** Please have my payroll deduction of \$\_\_\_\_\_ begin on \_\_\_\_\_ (start date in MM/DD/YY format). I understand that \$\_\_\_\_\_ will be deducted from each paycheck (post-tax) monthly for \_\_\_\_\_ pay periods. *NOTE: This pledge **must** be completed by **06/30/20**.*

**OR**

☐ **Staff Payroll:** Please have my payroll deduction of \$\_\_\_\_\_ begin on or near \_\_\_\_\_ (in MM/DD/YY format). I understand that \$\_\_\_\_\_ will be deducted from each paycheck (post-tax) bi-weekly for \_\_\_\_\_ pay periods. *NOTE: This pledge **must** be completed by **06/30/20**.*

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**Signature**

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

*Please return completed form to Teresa O'Neil, Office of Institutional Advancement, Box 30 or email [teresa.oneil@regiscollege.edu](mailto:teresa.oneil@regiscollege.edu). Questions: Call Teresa O'Neil at x7240.*