



October 12, 2023 ♦ Four Seasons Hotel Boston  
SUPPORTING STUDENT **SCHOLARS**

**REGIS FACULTY AND STAFF VOLUNTARY PAYROLL DEDUCTION**

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, \$300 of the \$500 ticket price is tax deductible.

**Authorization Agreement**

Yes, I wish to support the 2023 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.

**Fiscal Year Donation**

Individual Ticket     Donation     Sponsorship

**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 06/30/24.*

**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 06/30/24.*

**Signature**

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.*