



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 2025 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 06/30/26.*

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 06/30/25.*

Signature

By typing my FULL First and Last Name below I am consenting to electronic processing of this document and that my action constitutes an electronic signature having the same effect as my signature on paper.

Employee Signature: _____

Date: _____

Phone: _____

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