

## FACULTY AND STAFF VOLUNTARY PAYROLL DEDUCTION FORM

Name: \_\_\_\_\_  
(Please Print)

Box Number: \_\_\_\_\_

Department: \_\_\_\_\_

Extension: \_\_\_\_\_

\_\_\_\_\_ Yes, I wish to give to the \_\_\_\_\_ fund through voluntary payroll deduction. I understand that my gift to the University 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 and Alumni Relations Office after the close of the calendar year acknowledging my giving through the payroll deduction plan.

\_\_\_\_\_ Until further notice, please process my payroll deduction as indicated below.

I wish to support Regis College with a gift to be deducted from each paycheck as follows (choose one):

**1. Fiscal Year Payment Plan**

- **Staff Payroll:** I understand that \$\_\_\_\_\_ will be deducted from **each** paycheck (post-tax) **bi-weekly for 26 pay periods** beginning on (choose): **July 1.**
- **Faculty Payroll:** I understand that \$\_\_\_\_\_ will be deducted from **each** paycheck (post-tax) **monthly for 12 pay periods** beginning on (choose): **July 1.**

(Or)

**2. Calendar Year Payment Plan**

- **Staff Payroll:** I understand that \$\_\_\_\_\_ will be deducted from **each** paycheck (post-tax) **bi-weekly for 26 pay periods** beginning on (choose): **January 1.**
- **Faculty Payroll:** I understand that \$\_\_\_\_\_ will be deducted from **each** paycheck (post-tax) **monthly for 12 pay periods** beginning on (choose): **January 1.**

(Or)

**3. Customized Payment Plan:**

**Staff and Faculty Payroll:**

- Please have my payroll deduction of \$\_\_\_\_\_ begin on or near \_\_\_\_\_ (date) and conclude on or near \_\_\_\_\_ (date) for a total (number) of \_\_\_\_\_ equal payments.

\_\_\_\_\_  
Signature / Date

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

Thank you!