Coe College
Faculty and Staff Payroll Deduction Program

If you are interested in making a gift through the payroll deduction program, please complete the form below. You may change your deductions at any time by providing a written notice to the Advancement Services office. Your paycheck stub is the receipt for your gift.

I authorize the following payroll deduction: (Please pick one of the three options)

_____ 1** Ongoing payroll deduction of $_____ *twice per month* until you notify Advancement Services to stop.

_____ 2** Total contribution of $_____ to be paid with a *twice-per-month* payroll deduction amount of $_____ until paid in full.

_____ 3 One-time deduction of $_____ in the month of: _____

****Please note that these deductions will <u>not</u> be made on the third pay period of the month when that occurs. Your deduction will be made twenty-four (24) times per year.**

We encourage you to make your gift unrestricted by giving to Coe's Annual Fund. However, you are welcome to designate something more specific if you wish. Please indicate your preference below: (check one)

_____ Apply my gift to Coe's Annual Fund, to be used where most needed.

_____ I would like to designate my gift to: _____

I understand that this authorization for Payroll Deduction will remain in effect until employment separation, the pledge is paid off, or cancelled by me in writing (email to gifts@coe.edu).

Name (*print)*: _____

Signature: _____

Date: _____

Please submit form to Advancement Services, McCabe Hall
or email to gifts@coe.edu