

GIFT PAYROLL DEDUCTION

COMPLETE AND RETURN FORM TO:
WSU FOUNDATION GIFT ACCOUNTING

DROP OFF: 255 E Main St. #201
Pullman, WA 99163-1927

MAIL TO: PO Box 641927
Pullman, WA 99164-1927

PHONE: 509-335-1686

FAX: 509-335-4788

EMAIL: wsuf.gift.accounting@wsu.edu

Office Use Only

DATE		
WSU ID NUMBER	EMPLOYEE NAME	EMAIL ADDRESS
DEPARTMENT NAME	WORK PHONE	CELL PHONE
SPOUSE OR PARTNER NAME (OPTIONAL)	SPOUSE OR PARTNER EMAIL (OPTIONAL)	SPOUSE OR PARTNER PHONE (OPTIONAL)

GIFT INFORMATION							
Check the box under "Stop Previous Deduction" ONLY if you wish to stop any previous deductions you have set up. (See NOTE below *)		STOP PREVIOUS DEDUCTION	(See IMPORTANT NOTE below **)			CHECK IF ANONYMOUS	OFFICE USE ONLY PLEDGE #
			INDEFINITE	OR	UNTIL THIS AMOUNT IS REACHED		
AMT PER PAYCHECK	DESIGNATION NAME OR GIFT ID	☐	☐	OR	\$	☐	
\$							
AMT PER PAYCHECK	DESIGNATION NAME OR GIFT ID	☐	☐	OR	\$	☐	
\$							
AMT PER PAYCHECK	DESIGNATION NAME OR GIFT ID	☐	☐	OR	\$	☐	
\$							
AMT PER PAYCHECK	DESIGNATION NAME OR GIFT ID	☐	☐	OR	\$	☐	
\$							
AMT PER PAYCHECK	DESIGNATION NAME OR GIFT ID	☐	☐	OR	\$	☐	
\$							

* **NOTE:** If the box is NOT checked, we assume this is **in addition** to your ongoing deduction.

** **IMPORTANT NOTE:** Select either "Indefinite" or "Until this amount is reached." (Select **ONE** only)
If you choose "Until this amount is reached," deductions end when the specified amount is reached.

TOTAL DEDUCTION AND DONOR SIGNATURE	
I authorize the WSU Foundation to take a total of \$ _____ from each paycheck (twice monthly). Begin this deduction on the paycheck dated _____. I understand that this authorization remains in effect until cancelled in writing or the commitment is reached. I understand that payroll deduction may only be deposited to an account to which I do not hold signature authority and under conditions where this is no personal benefit to me arising from the tax-deductible nature of their charitable gift.	
SIGNATURE	DATE

Below are some of the most common annual giving amounts to help you make your annual contribution.

Yearly Donation	Amount Deducted per Paycheck
\$250.00	\$10.42
\$500.00	\$20.84
\$1,000.00	\$41.76
\$1,500.00	\$62.50
\$2,000.00	\$83.34
\$2,500.00	\$104.17
\$5,000.00	\$208.34

PAYROLL DEDUCTION GIFT RECEIPTS
Your gift may be tax deductible as a charitable contribution. Contact your tax advisor for further information. The WSU Foundation prepares gift receipts for all payroll deductions on a calendar year basis (January – December) for donor tax purposes. You should receive your receipt no later than January 31.
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Retain a copy for your records. For questions, or to cancel your deduction, contact the WSU Foundation Gift Accounting Office telephone: 509-335-1686 or email: wsuf.gift.accounting@wsu.edu.



WASHINGTON STATE UNIVERSITY
FOUNDATION