



# Faculty/Staff Payroll Deduction Form

Please print and complete each section of the form. (This form must be processed by the 10th of the month for same-month deductions.) Make a copy for your records and forward original to: **Development Office, Old Main #318. Any questions? Please contact Brian Lewis, Director of Annual Giving at balewis1@widener.edu or x4113.**

**Contact Information** (Please Print):

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE ID# \_\_\_\_\_

TITLE/DEPARTMENT: \_\_\_\_\_ ALUM YEAR: \_\_\_\_\_

CAMPUS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

**Pledge Information:** (HR requires amounts greater than \$5.00)

**Option 1: Fixed Pledge\***

Amount to be deducted per pay check:

\$ \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Total Pledge Amount: \$ \_\_\_\_\_

\* Fixed pledges only last for a specific amount of time (e.g., one year).

**Option 2: Open-ended Pledge\*\***

Amount to be deducted per pay check:

\$ \_\_\_\_\_

\*\* Open-ended pledges indicate that you want a specific amount deducted from your paycheck indefinitely until you notify the Development Office otherwise.

**Option 3: Outright Gift** – My check/cash is enclosed for the below fund designations.

For credit card gifts, please visit: <http://give.widener.edu>.

**Designation Information:**

My gift is designated to the following areas: (If payroll deduction, please indicate amount per paycheck to be designated.)

\$ \_\_\_\_\_ Widener Fund

\$ \_\_\_\_\_ Other Fund(s): \_\_\_\_\_

\$ \_\_\_\_\_ Other Fund(s): \_\_\_\_\_

\$ \_\_\_\_\_ **Total** (Amount should correspond to total gift per paycheck.)

**THANK YOU!**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_