



# Faculty/Staff Payroll Deduction Form

Thank you for your interest in supporting Widener! Please fill out each section of this form. Once completed, save as a PDF and email to **Brian Lewis, Director of Annual Giving**, at [balewis1@widener.edu](mailto:balewis1@widener.edu).

*Forms must be received by the 8<sup>th</sup> of each month to be processed that month.*

## Contact Information (Please Print):

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

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

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

HOME ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

I AM PAID:  MONTHLY  BIWEEKLY

## Payroll Deduction: (HR requires amounts greater than \$5.00)

Amount to be deducted per pay check: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_

Open-ended pledges indicate that you want a specific amount deducted from your paycheck indefinitely, or until you notify the Development Office otherwise. To change or terminate a payroll deduction, please contact Brian Lewis, Director of Annual Giving, at [balewis1@widener.edu](mailto:balewis1@widener.edu) or ext. 4113.

I wish to end my deduction on \_\_\_\_\_ (date) or after I have given a total of \$ \_\_\_\_\_.

## To make an outright gift or pledge of future support:

I will send a check made out to Widener University to be used for the designations below.

To give by credit or debit card, visit <http://give.widener.edu>.

## Designation Information:

My gift should be directed to the following funds, programs, or initiatives:

**For payroll deduction, please indicate amount per paycheck.**

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

\$ \_\_\_\_\_ Other school, program, or fund: \_\_\_\_\_

\$ \_\_\_\_\_ Other school, program, or fund: \_\_\_\_\_

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

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

You may use an electronic signature for this form. Forms with electronic signatures will receive an email confirmation of receipt.

*If you prefer to send a paper copy, please sign and mail to Brian Lewis at Old Main Room 318.*

For questions, please contact **Brian Lewis, Director of Annual Giving**, at [balewis1@widener.edu](mailto:balewis1@widener.edu) or x4113.