

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.

Forms must be received by the 8th of each month to be processed that month.

My Contact Information (Please Print):

NAME: _____ EMPLOYEE ID# _____
 TITLE/DEPARTMENT: _____ ALUM YEAR: _____
 CAMPUS PHONE: _____ HOME PHONE: _____ EMAIL: _____
 HOME ADDRESS: _____ CITY/STATE/ZIP: _____
 I AM PAID: MONTHLY BIWEEKLY

Payroll Deduction:

Please choose one gift option below. HR requires amounts greater than \$5.00/month

<input type="checkbox"/> <u>I want to make a recurring gift</u> Recurring gifts continue indefinitely, or until you notify the Development Office that you wish to change your contribution. Amount to be deducted per paycheck: \$ _____ It will start on: _____	<input type="checkbox"/> <u>I want to make a fixed pledge</u> Pledges terminate after a set time or amount given. Once your pledge ends, you will be given the opportunity to renew your gift. My total gift will be: \$ _____ Amount to be deducted per paycheck: \$ _____ It will start on _____ and will end on _____
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On each paycheck, my gift of \$ _____ should be divided as follows:

\$ _____ to the Widener Fund
 \$ _____ to another school, program, or fund: _____
 \$ _____ to another school, program, or fund: _____

One-time gifts

To make a one-time gift, you may use our online gift form at <http://give.widener.edu>.

You may also send a check made out to Widener University. Mail the gift to the attention of Brian Lewis, Old Main #329, 1 University Place, Chester, PA 19013. Indicate on the memo line of your check how you would like your gift to be used.

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 329.

For questions, please email balewis1@widener.edu or call extension #4113