

# Widener 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.*

## **My Contact Information** (Please Print):

NAME: \_\_\_\_\_ EMPLOYEE ID# \_\_\_\_\_  
TITLE/DEPARTMENT: \_\_\_\_\_ ALUM YEAR: \_\_\_\_\_  
CAMPUS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
PAYROLL CATEGORY:  MONTHLY  BIWEEKLY  ADJUNCT

## **Payroll Deduction:**

Please choose an option below. The minimum gift is \$5.00/month, or \$2.50/paycheck for biweekly and adjunct employees

**I want to make a recurring gift**

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: \_\_\_\_\_

**I want to make a fixed pledge**

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 \_\_\_\_\_

**On each paycheck, my gift of \$ \_\_\_\_\_ should be divided as follows:**

\$ \_\_\_\_\_ to the Widener Fund

\$ \_\_\_\_\_ to the Delaware Law Fund

\$ \_\_\_\_\_ to the Commonwealth Law 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](mailto:balewis1@widener.edu) or call extension 4113*