

# GIFT PAYROLL DEDUCTION

COMPLETE AND RETURN FORM TO:

**GIFT ACCOUNTING OFFICE**

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

Telephone: 509-335-1686

Fax: 509-335-4788

wsuf.gift.accounting@wsu.edu

Office Use Only

DATE		
WSU ID NUMBER	EMPLOYEE NAME	EMAIL ADDRESS
DEPARTMENT NAME	WORK PHONE	CELL PHONE
SPOUSE NAME (OPTIONAL)	SPOUSE EMAIL (OPTIONAL)	SPOUSE 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	<input type="checkbox"/>	<input type="checkbox"/>	OR	\$	<input type="checkbox"/>	
AMT PER PAYCHECK \$	DESIGNATION NAME OR GIFT ID	<input type="checkbox"/>	<input type="checkbox"/>	OR	\$	<input type="checkbox"/>	
AMT PER PAYCHECK \$	DESIGNATION NAME OR GIFT ID	<input type="checkbox"/>	<input type="checkbox"/>	OR	\$	<input type="checkbox"/>	
AMT PER PAYCHECK \$	DESIGNATION NAME OR GIFT ID	<input type="checkbox"/>	<input type="checkbox"/>	OR	\$	<input type="checkbox"/>	
AMT PER PAYCHECK \$	DESIGNATION NAME OR GIFT ID	<input type="checkbox"/>	<input type="checkbox"/>	OR	\$	<input type="checkbox"/>	

\* **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
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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.

Office Use Only

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**