



EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION

This form is for use by ISU employees and should only be used for gifts to ISU programs supported through the ISU Foundation. If you have questions, please call (208) 282-3470.

This form will be processed upon receipt and may take up to two (2) pay periods to process. This authorization will remain in effect until the pledge is fulfilled, cancelled in writing, or upon termination of employment with Idaho State University. All changes must be made in writing.

DONOR INFORMATION

Name: Bengal ID:

Spouse:

Department:

Home Address: City: State: Zip:

Work Address: City: State: Zip:

Work Phone: Email:

I am an ISU alumnus/a: Graduation Year:

GIFT INFORMATION

Options for New Payroll Deduction, Replace Existing Payroll Deduction, In Addition to My Existing Deduction

Table with 4 columns: Designation, Deduction Per Pay Period, # of Pay Periods, Total

Total Gift:

Additional Comments: (note if gift should continue in perpetuity until cancelled in writing)

AUTHORIZATION

I hereby request and authorize the Idaho State University Payroll Office to deduct the amount(s) designated above from my paycheck each pay period, and to remit the withheld amount(s) to the Idaho State University Foundation.

Signature Date

ISU FOUNDATION USE

RE #: Date Received: Pledge Transaction #: Date Submitted to Payroll Office: