

# Carnegie Mellon ANNUAL GIVING

## FACULTY & STAFF ANNUAL FUND PAYROLL DEDUCTION AUTHORIZATION

Name \_\_\_\_\_

Campus Address \_\_\_\_\_ Ext. \_\_\_\_\_

Please recognize this as a joint gift with my spouse/partner. (Name) \_\_\_\_\_

Please allocate my gift to:

- Carnegie Mellon Fund (supports some of the university's most pressing needs)
- Scholarships/Fellowships
- Friends of the Library
- College/Department/Other \_\_\_\_\_

Note: Forms must be received by the 15<sup>th</sup> of the month to begin your deduction, except in December 2007 when forms must be received by the 7<sup>th</sup> and in June 2008 when forms must be received by the 16<sup>th</sup>.

### **YOU HAVE TWO OPTIONS WHEN CHOOSING PAYROLL DEDUCTION. PLEASE SELECT ONE:**

#### **OPTION 1:**

(HED 772)

Deduct \$ \_\_\_\_\_ per month starting in \_\_\_\_\_ (month/year) and ending in \_\_\_\_\_ (month/year) for a total of \$ \_\_\_\_\_.

#### **OPTION 2 CONTINUOUS:**

(HED 773)

Deduct \$ \_\_\_\_\_ each month until I notify Annual Giving **in writing** to stop or change, beginning in the month of \_\_\_\_\_ (month/year).

Payroll requires your signature, as well as the last four digits of your social security number, in order to begin the deduction. Please provide this information below.

\_\_\_\_\_  
Signature

XXX - XX - \_\_\_\_\_  
Social Security Number

Please print out this form and send it to:

Carnegie Mellon University  
Office of Annual Giving  
6 PPG Place, 11<sup>th</sup> Floor  
Pittsburgh, Pennsylvania 15222

*Remember: If your spouse/partner works for a company with a matching gift program, it can increase the value of your gift. Please visit [cmu.edu/annualgiving](http://cmu.edu/annualgiving) and click on Corporate Matching Gifts for more information.*

Note: No goods or services were provided in consideration of this contribution. Please consult your tax advisor and form 1040 for gifts of cash and listed securities and form 8283 for non-cash gifts.

THANK YOU FOR YOUR SUPPORT!