

Carnegie Mellon University

University Advancement

FACULTY & STAFF PAYROLL DEDUCTION FORM

Name: _____

CMU Email: _____ Ext.: _____

Please recognize this as a joint gift with my spouse/partner. Name: _____

I am paid monthly.

I am paid bi-weekly.

Designate my gift to: _____

Payroll deductions of \$208.34 per month or more over 12 months qualify you for the Andrew Carnegie Society.

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

OPTION 1:

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

OPTION 2 (CONTINUOUS):

Deduct \$ _____ each pay until I notify Gift Administration in writing at gift-administration@andrew.cmu.edu to stop or change, starting in _____ (month/year).*

***Bi-weekly employees will only have two payroll deductions in the months with three pay periods.**

This form replaces my current pledge(s)

This form is in addition to my current pledge(s)

Payroll requires your signature in order to begin the deduction.

Signature

For quicker processing, please scan and email this form to gift-administration@andrew.cmu.edu. You may also print out this form and send to:

Carnegie Mellon University
Gift Administration Dept.
6 PPG Place, 11th Floor
Pittsburgh, PA 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 www.giving.cmu.edu/matchinggifts for more information.

THANK YOU FOR YOUR SUPPORT!