



THE ANNUAL FUND
FACULTY & STAFF PAYROLL DEDUCTION FORM

Faculty and staff play an important role in helping CGU offer high quality programs, including the support of CGU with valuable philanthropic gifts. Payroll deduction is simple, and you can designate your gift to a School or program.

Name: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Campus Extension: \_\_\_\_\_

I would like to designate my gift to the following School(s) or program(s):

\_\_\_\_\_

[ ] One-time gift: \$ \_\_\_\_\_

[ ] Per pay period: \$ \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

(Begin and end dates should be the 1st of the month)

(If you wish to make this gift until further notice, leave the end date blank)

[ ] Please enroll me in The Colleagues, CGU's leadership giving donor group with my annual gift of \$1,000 or more. For membership benefit details, please call Dea Marcano at 909-607-3961.

[ ] Bi-weekly contribution: \$41.67 x 24 pay periods=\$1,000 (+/-). Start date: \_\_\_\_\_

[ ] Monthly contribution: \$83.33 x 12 pay periods=\$1,000 (+/-). Start date: \_\_\_\_\_

[ ] I'd like to cancel my current payroll deduction

I authorize CGU Payroll to deduct my contribution as indicated above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I understand that if I have left the End Date field above blank, CGU will deduct the gift amount from my salary each pay period until further notice. If I wish to change or cancel the Gift Amount or the End Date, I will complete a new authorization form and submit it to the CGU advancement office. I also understand that my payroll advice stubs will reflect my gift deductions for income tax purposes.

Questions regarding payroll deductions? Please contact Mary Brick at 909-607-2461 or Rose Perez at 909-607-1403

Kindly return this form to Dea Marcano, Assistant Director of Development, Annual & Major Gifts
CGU Advancement, Jagels Bldg., 165 E. 10th St., Claremont, CA 91711
909-607-3961 • 909-607-4204 (fax) • www.cgu.edu/giving