

Nebraska Wesleyan University
PAYROLL DEDUCTION AUTHORIZATION FORM

Name _____ Faculty _____ Staff _____

Department _____ Phone extension _____

Email _____ @nebrwesleyan.edu

Payroll cycle: Monthly (25th) _____ Bi-Monthly (10th & 25th) _____

Gift Designation

Archway Fund Prairie Wolf Pantry
 Student Emergency Fund Other _____

Gift/Pledge Information

This is a change to an existing pledge.
The existing pledge will be cancelled and
a new pledge will be created. This is a new pledge.

Option 1: Fixed Pledge

Total Pledge \$ _____

Amount to be deducted per pay period: \$ _____

Start date: _____ End date: _____

*Fixed pledges only last for a specific amount of time
or for a specific dollar amount (e.g. one year or \$100).*

*If you want to change/update your pledge amount or
timeframe, you must fill out and submit a new form.*

Option 2: Open-ended Pledge

Amount to be deducted per pay period: \$ _____

Start date: _____

*Open-ended pledges indicate that you want a specific amount
deducted from your paycheck indefinitely until you notify us
otherwise.*

Option 3: One-time Deduction

Amount to be deducted: \$ _____

Date of deduction: _____

I authorize Nebraska Wesleyan University to make these deductions from my paycheck:

Signature: _____ Date: _____

Note: Those who wish to make a contribution to the University are reminded that IRS regulations prohibit the allocation of gifts to University accounts that are controlled by the donor. Specifically, if an individual is either the administrator or has been given signing authority for a particular account, that individual's contribution made either in the form of a check or payroll deduction, cannot be directed to any account from which they authorize expenditures.

For UA/Business Office

PL # _____

RD # _____

Designation # _____

Campaign Code _____

GL Account # _____

Closed PL#/RD# _____