

**Nebraska Wesleyan University**  
**PAYROLL DEDUCTION AUTHORIZATION FORM**

Name \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_

Department \_\_\_\_\_ Phone extension \_\_\_\_\_

Email \_\_\_\_\_@nebrwesleyan.edu

Payroll cycle: Monthly (25<sup>th</sup>) \_\_\_\_\_ Bi-Monthly (10<sup>th</sup> & 25<sup>th</sup>) \_\_\_\_\_

**Gift Designation**

- |   |  |
|---|--|
| <input type="checkbox"/> Archway Fund           | <input type="checkbox"/> Prairie Wolf Pantry |
| <input type="checkbox"/> Student Emergency Fund | <input type="checkbox"/> Other _____         |

**Gift/Pledge Information**

- |  |  |
|--|--|
| <input type="checkbox"/> This is a change to an existing pledge.<br>The existing pledge will be cancelled and<br>a new pledge will be created. | <input type="checkbox"/> 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# _____	