



Giving to GC through Payroll Deductions

Instructions:

To make a contribution to Goshen College through payroll deduction, simply fill out this form, and email (or print and send) to the Human Resources Office.

Name: _____ ID: _____

I authorize the following amount to be withheld from my Goshen College pay as my tax-deductible gift to Goshen College:

- Amount each payroll period (twice monthly) \$ _____
- Total annual amount (per pay period x 24) \$ _____

Starting date (choose one):

- Next payroll period
- Begin date (specify) _____ / _____ / _____

Ending date (choose one):

- Continue this amount until I let the HR office know otherwise.
- End date (specify) _____ / _____ / _____

I would like my gifts to go to the following gift category (choose one):

- Goshen College Fund
- Goshen College Student Aid Fund
- Other (specify) _____

In lieu of a receipt each time, please send me a letter at the end of the calendar year showing my total amount given to Goshen College for the year. (You may save this letter for tax purposes, along with your last check stub which shows the year-to-date amount withheld.)

Signature: _____ Date: _____
(not required if sending electronically)

Thank you! Your gifts to Goshen College make a difference, both in terms of dollars and by increasing the participation percentage of faculty/staff who give. Strong support from our faculty/staff sends a message to foundations, government programs and corporate donors that employees have faith in GC, and this is an institution worthy of their investment.