



## Payroll Deduction Authorization

Charitable gifts from faculty and staff provide much-appreciated resources for student aid and University programs, and even help raise external support from corporations and private foundations. Giving through payroll deduction makes a difference year round.

This form will start a new payroll deduction or replace an existing one. Payroll gifts continue from one fiscal year to another automatically unless you specify an ending date. Please turn in this form to University Advancement, and contact us 951-785-2500 or [advancement@lasierra.edu](mailto:advancement@lasierra.edu) if you have any questions.

Name of Employee: \_\_\_\_\_ ID#: \_\_\_\_\_

Designation	Amount per pay period
Greatest Need	\$
Alumni Association	\$
Athletics	\$
School of Business	\$
Divinity School/Archaeology	\$
School of Education	\$
Campus Museums	\$
Music	\$
Science	\$
Other Program/Project:	\$

Total amount to be deducted each pay period: \$ \_\_\_\_\_

OR Total amount to a limit of: \$ \_\_\_\_\_

Date to initiate payroll deduction: \_\_\_\_\_

Actual start date may vary according to date of receipt and the payroll cycle.

Date to terminate: \_\_\_\_\_

Payroll deduction will continue until you instruct Payroll to stop or until your total amount is reached.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Thank you***  
Office of University Advancement

**Routing**

Dept.	Signature
Advancement	
Payroll	