

# GIFT PAYROLL DEDUCTION

WASHINGTON STATE UNIVERSITY FOUNDATION  
 GIFT ACCOUNTING  
 PULLMAN, WA 99164-1927  
 TELEPHONE: 509-335-0954 / FAX: 509-335-5903  
 E-MAIL: foundation@wsu.edu

DATE		
WSU ID NO.	EMPLOYEE NAME	E-MAIL ADDRESS
DEPARTMENT NAME	MAIL CODE	WORK TELEPHONE

GIFT INFORMATION						
VERY IMPORTANT: Select either "Indefinite" OR "Until this amount is reached." (Select ONE only.) →		Indefinite (until notified)	OR	Until this amount is reached (See note below*)	Anony- mous?	OFFICE USE ONLY PLEDGE #
AMT PER PAY CHECK (Bi-monthly) \$	AREA OR FUND NAME SUPPORTED	<input type="checkbox"/>	OR	\$	<input type="checkbox"/> YES	
AMT PER PAY CHECK (Bi-monthly) \$	AREA OR FUND NAME SUPPORTED	<input type="checkbox"/>	OR	\$	<input type="checkbox"/> YES	
AMT PER PAY CHECK (Bi-monthly) \$	AREA OR FUND NAME SUPPORTED	<input type="checkbox"/>	OR	\$	<input type="checkbox"/> YES	
AMT PER PAY CHECK (Bi-monthly) \$	AREA OR FUND NAME SUPPORTED	<input type="checkbox"/>	OR	\$	<input type="checkbox"/> YES	
AMT PER PAY CHECK (Bi-monthly) \$	AREA OR FUND NAME SUPPORTED	<input type="checkbox"/>	OR	\$	<input type="checkbox"/> YES	
AMT PER PAY CHECK (Bi-monthly) \$	AREA OR FUND NAME SUPPORTED	<input type="checkbox"/>	OR	\$	<input type="checkbox"/> YES	

\*NOTE: If you choose this option, deductions end when the specified amount is reached.

TOTAL DEDUCTION AND DONOR SIGNATURE	
I authorize Gift Accounting to take a total of \$ _____ from each pay check (twice monthly). Begin this deduction on the paycheck dated _____. I understand that this authorization remains in effect until cancelled in writing.	
SIGNATURE	DATE

ANNUAL GIFT CLUB LEVELS		
Annual gift club levels are based on accumulative giving during a fiscal year (July - June). <b>Annual Gift Clubs are as follows:</b>		
<b>Sustaining:</b> \$1 to \$99.99 (\$.01 to \$4.16 per pay check)	<b>President's Associate:</b> \$1,000 to \$2,499.99 (\$41.67 to \$104.16 per pay check)	<b>Crimson President's Associate:</b> \$5,000 to \$9,999.99 (\$208.34 to \$416.66 per pay check)
<b>Tower Club:</b> \$100 to \$499.99 (\$4.17 to \$20.83 per pay check)	<b>Silver President's Associate:</b> \$2,500 to \$4,999.99 (\$104.17 to \$208.33 per pay check)	<b>Platinum President's Associate:</b> \$10,000 or more (\$416.67+ per pay check)
<b>Bryan Society:</b> \$500 to \$999.99 (\$20.84 to \$41.66 per pay check)		

Payroll Deduction Gift Receipts
<b>Your gift is tax deductible! Gift Accounting prepares gift receipts for all payroll deduction gifts on a calendar year basis (January - December) for donor tax purposes. You should receive your receipt no later than January 31.</b>

Retain a copy for your records. For questions, or to cancel your deduction, contact Gift Accounting; telephone 509-335-0954.