Payroll Deduction Authorization for BCTC Faculty/Staff Contributions

1. Action Code:
    (1) This is a NEW deduction.
    (2) I am ADDING a deduction to my current deduction.
    (3) I am CHANGING my deduction.
    (4) I am TERMINATING my deduction.

2. Employee ID: _____

3. Employee Name: Mr.   Mrs.   Ms.   Dr.

    _____

    Last   First   MI

4. College Name: _____

5. Campus Phone: _____

6. Total Amount of Gift: _____

7. Amount to be deducted from EACH pay check: _____

8. Date deduction to begin: _____

    (MUST BE AT LEAST TWO WEEKS FROM CURRENT DATE)

9. GIFT DESIGNATION:

    _____

    _____

    _____

10. Gift to: Foundation   College

11. _____   _____
        Employee Signature   Date Signed

Instructions on how to complete Payroll Deduction Authorization form

1) Select desired transaction action code.
2) Enter your Employee ID number.
3) Select your preferred formal title. Print your last name, first name and middle initial.
4) Enter your college name.
5) Enter your campus phone number.
6) Enter the TOTAL gift amount.
7) Enter the amount to be deducted each paycheck.
8) Enter the date your deduction is to begin. (Must be at least two weeks from the current date.)
9) IF YOU KNOW THE ACCOUNT TITLE AND NUMBER:
   Enter them on the Gift Designation lines. The Office of Development will verify account title and number.

   IF YOU DO NOT KNOW THE ACCOUNT TITLE AND NUMBER:
   Describe the program your gift is to benefit. Please be specific. The Office of Development will enter the proper Account Title and Number. You will be consulted if there is a question regarding your gift designation.

   FOR MULTIPLE GIFTS:
   If you want your contribution to be distributed to more than one account, please describe each program (account) and indicate the amount each is to receive.

10) Select whether the gift is to the Foundation or to the College.
11) Sign the form. This deduction will not be processed without your signature and date signed.