



PAYROLL DEDUCTION FORM

Please print and complete each section of the form. Make a copy for your records and forward original to:

DREXEL UNIVERSITY ANNUAL FUND OFFICE
MAIN BUILDING, 3141 CHESTNUT STREET, SUITE 310,
PHILADELPHIA, PA 19104

Questions: 215.895.2612 OR email ANNUALFD@DREXEL.EDU.

► **Contact Information** (Please Print)

EMPLOYEE NAME _____		EMPLOYEE ID# _____	
TITLE/DEPARTMENT _____			
CAMPUS ADDRESS _____		CAMPUS PHONE _____	
HOME ADDRESS _____		HOME PHONE _____	
CITY _____	STATE _____	ZIP _____	EMAIL _____

► **Pledge Information**

- This is a payment on an existing pledge This overrides my current payroll pledge
- This is in addition to my current payroll pledge

• **Option 1: Fixed Pledge***

Total Pledge \$ _____

Amount to be deducted per pay check: \$ _____

Start date _____
end date _____

* **Fixed pledges only last for a specific amount of time (e.g., one year).**

• **Option 2: Open ended Pledge****

Amount to be deducted per pay check: \$ _____

**** Open ended pledges indicate that you want a specific amount deducted from your paycheck indefinitely until you notify us otherwise.**

- Check if you would prefer to receive a year-end summary receipt instead of monthly receipts.
- Please do not enter me in the Grand Prize Drawing.

Charitable Giving Through Payroll Deduction Authorization

I authorize Drexel University to make deductions from my paycheck to be credited to the general Drexel Annual Fund. I understand that this deduction will continue until my total pledge is completed or until I designate otherwise as noted above.

SIGNATURE _____	DATE _____
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Special Instructions or designation (if applicable) _____

Note: Those who wish to make a contribution to the University via a payroll deduction 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 cost center 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, can not be directed to any account from which they authorize expenditures. As an alternative, the contribution may be directed to an account that will benefit the donor's department or academic unit for which the donor does not have a spending account.

► **Matching Gifts**

If your spouse works for a matching gift company, you could double or triple your gift. See www.matchinggifts.com/drexel for additional information.

**WHY I GIVE
GRAND PRIZE DRAWING**

All Faculty & Staff who make a gift to the *Why I Give* Campaign will be eligible to win one of two iPads. Prizes are taxable and will be based on estimated value of \$499-\$699.

For more information
drexel.edu/ia/annualfund/whyigive
215.895.2612.



3141 Chestnut Street, Suite 310
Philadelphia, PA 19104
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drexel.edu/ia/annualfund/whyigive