SANTA ROSA JUNIOR COLLEGE
Foundation
Established 1969

1501 Mendocino Avenue, Santa Rosa, CA 95401
(707) 527-4348/ Fax: (707)524-1806
www.santarosa.edu/foundation

Voluntary Payroll Deduction Authorization Form

Instructional Program Fund

Yes, I wish to support Santa Rosa Junior College and its instructional program through a monthly payroll deduction. I understand that this donation will be used to supplement the instructional program and other services that will benefit our students.
I also understand that I may change my donation at anytime.

How does Voluntary Payroll Deduction work?

A monthly payroll deduction allows you to make a significant gift to SRJC by dividing your contribution into smaller portions paid throughout the year.

Each month your donation to the SRJC Foundation will be deducted automatically from your paycheck and designated to supplement the instructional program and other services that will benefit our students.

An annual statement, for your tax records, will be mailed for the previous calendar year's payroll deduction gift(s).

Contact Shannon O'Reilly at the Foundation to make changes.
soreilly@santarosa.edu or phone 524-1628

Example of Monthly Contribution

Payroll Deduction	Gift Total
$50.00 x 10 months	$500
$40.00 x 10 months	$400
$35.00 x 10 months	$350
$30.00 x 10 months	$300
$25.00 x 10 months	$250
$20.00 x 10 months	$200
$15.00 x 10 months	$150
$10.00 x 10 months	$100
$ 7.50 x 10 months	$75
$ 5.00 x 10 months	$50

Gift Information: ◯ New ◯ One-time payroll deduction
◯ A Change * ◯ Stop deduction

Provide a dollar amount to support the SRJC Instructional Program and Services	Monthly Amount
Instructional Program Fund, 6245-4600	

* Provide additional information about your gift or describe any change in gift:

Employee Information:

Name _____ Campus/Dept _____

Address _____ City _____ Zip _____

Daytime Phone _____ SS#/last 4 digits _____ Effective Date _____

Complete information, print form, sign & date, and return to the Foundation for processing.
Questions? Contact Shannon O'Reilly at soreilly@santarosa.edu or 524-1628 / Ext 1628

Employee Signature _____ Today's Date _____