

UCSD PAYROLL DEDUCTION AUTHORIZATION FORM

For faculty/staff members of the University of California, San Diego

*Please print, complete and return this form to:
UCSD, Gift Processing Department, Mail Code 0940
For more information call Sandra Stewart at x44493*

EMPLOYEE:

Name _____ Employee ID# _____
Please print – Last, First, Middle

Address _____ Telephone _____
Street or Campus Mail Code

_____ Email _____
City, State, Zip

My monthly payroll deduction and tax-deductible contribution will be:

___ \$10 (\$120 total annual contribution)

___ \$25 (\$300 total annual contribution)

___ \$100 (\$1,200 total annual contribution)

___ \$125 (\$1,500 total annual contribution)

\$ _____ Monthly Deduction Amount (\$10 minimum)

I authorize the UCSD Accounting Office/Payroll Division to deduct the above noted amount from my monthly earnings and credit it to UC San Diego Foundation Fund # _____ or UC San Diego Regents Fund # _____. (For a list of fund numbers, please visit www.givetoucscd.ucsd.edu – Step 2 allows a search by area or key word.)

My deduction should begin effective with the month/year _____, and continue until I terminate it.

or

Begin date: _____ End Date: _____

Signature _____ Date _____

For Payroll/Accounting Use Only:

Loc	Emp#	Annual Amt	Deduction Amt. Code	Period Start Date	End Date

This authorization can be adjusted or canceled anytime upon your request.

UCSD maintains charitable giving information on its donors on a database maintained in the Division of External Relations. Limited personnel at UCSD have access to the database and use the data in the regular course of their business at UCSD. The information in the database will not be disseminated to any others except if required by law. You have the right to review your giving record. Inquiries should be forwarded to the Director, Information Technology and Financial Systems, External Relations, UCSD 9500 Gilman Drive, La Jolla, California 92093-0940.