

TRANSFORM

The Tiffin University Campaign

THANK YOU CAMPUS FAMILY!

Your donation makes an important statement about your commitment to the Comprehensive Campaign.

To set up automatic payroll deductions, please fill out the form below:

STEP 1

Date Completed _____ 20 _____

Print Name _____ Dept. _____ Ext. _____

STEP 2

Begin Date (select **ONE**)

- Next available pay (please allow a minimum of two weeks processing time)
- Specified Date (beyond the next available date) _____

Amount

\$ _____ **ONE TIME** payroll deduction

\$ _____ **TOTAL PER PAY** payroll deduction

Select ONE of the following:

- This is a new deduction
- This replaces my current deduction
- This is in addition to my current deduction

My donation is to be:

- Unrestricted
- To be used for the following purpose _____

STEP 3

I understand that I am agreeing to the above total amount to be taken out of my payroll check, and unless otherwise directed, the deduction will continue automatically until I notify the Office of Institutional Advancement.

Employee Signature _____ Date _____

Send your completed form through interoffice mail to The Office of Institutional Advancement.

Questions? Call Mikki King, ext. 3443 or email kingmr@tiffin.edu