

Faculty & Staff Payroll Deduction Authorization Form (for ODU Community)

Name _____ Job Title _____

University ID# _____ Department _____

Campus Address _____ Campus Phone _____

Home Address _____ Preferred Address: Home Campus

Yes! As a member of the Old Dominion University community, I am supporting my University with a gift of:

- \$1,000
 \$500
 \$250
 \$100
 \$75
 \$50
 \$24 (minimum \$1 per pay period)
 Other \$

I wish to contribute to:

- Academic Priorities
 Athletic Priorities
 Program/ Area _____
 Other _____

Gift Options I would like to make this gift by: **Check** (payable to: ODU Foundations) **Credit Card** **Payroll Deduction** (minimum \$24)

Credit card: Visa MasterCard American Express

Credit card # _____ Expiration Date _____ Verification # (last 3 digits on back of Visa/MC card) _____

Payroll Deduction I authorize the University Payroll Office to deduct the amount indicated, starting on October 16.

Use this option for first time activation of yearly deductions:

$$\begin{array}{r}
 \$ \underline{\hspace{2cm}} \div \underline{24} = \underline{\hspace{2cm}} \\
 \text{Total Yearly Gift} \quad \text{\# of pay periods per year} \quad \text{Amount deducted} \\
 \hspace{15em} \text{each pay period}
 \end{array}$$

Note: Most people have 24 pay periods per year

I understand that this payroll deduction is repeated on an annual basis unless changed and/or cancelled upon notice to the Development Office.

Signature: _____

Date: _____

Use this option for less than 24 pay periods only:

$$\$ \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

I understand that this payroll deduction is not repeated on an annual basis and may be changed and/or cancelled upon notice to the Development Office.

Note: minimum deduction \$24

Signature: _____

Date: _____

For payroll deduction questions please contact: **Marta Muselik**, Business Manager (Gift Processing) at mmuselik@odu.edu

Please return this form to Office of Development

Office of Development, 4417 Monarch Way, Norfolk, VA 23529 • 757-683-6330