

SWARTHMORE COLLEGE

Payroll Deduction Authorization



I hereby authorize the Swarthmore College Business Office to the make deductions from my paycheck each month during the **2017 Fiscal Year** (*July 1st, 2016 to June 30th, 2017*) based on the information provided below:

Name:

Dept:

Phone (10 digits):

Email:

Purpose of Gift

(For example: The Swarthmore Fund, Chester Children's Chorus, etc.)

Amount for Fiscal Year

(Total amount per fund)

Purpose:	<input type="text"/>	Amount:	<input type="text"/>
Purpose:	<input type="text"/>	Amount:	<input type="text"/>
Purpose:	<input type="text"/>	Amount:	<input type="text"/>
Purpose:	<input type="text"/>	Amount:	<input type="text"/>
		Total:	<input type="text"/>

Print & Enter Signature:

Date:

Dear Colleague:

Authorizations for payroll deductions are needed for **each** fiscal year you participate in the program. If you wish to renew your payroll deduction for the next fiscal year (beginning July 1), you will receive a renewal notification to fill out a new payroll authorization form in the Spring of each year.

Please complete, print (two copies) and sign the form. Forward a copy to Ruth Krakower in the Gift Records Office and keep one copy for your own records. Your pledge will be recorded by the Gift Records Office , after which the form will be forwarded to the Payroll Office.

Thank you!

Any question or comments please contact:

Ruth H. Krakower
 Director, Alumni & Gift Records
 101 S. Chester Rd, 3rd Fl
 610-328-8407
 rkrakow1@swarthmore.edu