Carnegie Mellon University
HeinzCollege
INFORMATION SYSTEMS • PUBLIC POLICY • MANAGEMENT

Heinz College
Faculty and Staff Payroll Deduction Form

Name: _____

CMU Email: _____ Ext.: _____

☐ Please recognize this as a joint gift with my spouse/partner. Name:_____

☐ I am paid monthly.   ☐ I am paid bi-weekly.

Please designate my gift to:
☐ Heinz College Annual Fund
☐ Internship Opportunity Fund
☐ W.W. Cooper Scholarship
☐ Other _____

Payroll deductions of $208.34 per month or more over 12 months to a Heinz College fund will qualify you to be recognized as part of the Heinz College Dean's Circle and the Carnegie Mellon's Andrew Carnegie Society (ACS).

You have two options when choosing payroll deduction. Please select one:

OPTION 1: Deduct $ _____ per pay starting in _____ *(month/year)* and ending in _____ *(month/year)* for a total pledge of $ _____.

OPTION 2 CONTINUOUS: Deduct $ _____ per pay until I notify Gift Administration in writing at gift-administration@andrew.cmu.edu to stop or change, starting in _____ (month/year.)

**Payroll deduction requests received after the Workday monthly deadline will be deducted in the next month pay cycle. Bi-weekly employees will only have two payroll deductions in months with three pay periods.

☐ **This form replaces my current pledge(s).**   ☐ **This form is in addition to my current pledge(s).**

Payroll requires your signature in order to begin the deduction.

_____
Signature

For quicker processing, please scan and email this form to Jorjette Hatfield (jhatfiel@andrew.cmu.edu). You may also print out this form and send to Heinz College Development Office, Hamburg Hall, 5000 Forbes Avenue, Pittsburgh, PA 15213.

Remember: If your spouse/partner works for a company with a matching gift program, it can increase the value of your gift. Please visit www.matchinggifts.com/cmu for more information.

Note: No goods or services were provided in consideration of this contribution. Please consult your tax advisor and form 1040 for gifts of cash and listed securities and form 8283 for non-cash gifts.

THANK YOU FOR YOUR SUPPORT!

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