

LEWIS & CLARK

FACULTY & STAFF PAYROLL DEDUCTION REQUEST

(Note: Payroll deduction forms must be signed and received in Advancement Services by the 10th of the month to take effect during the current month pay cycle. We may not accept faxes, scans or email requests.)

Name _____ L&C id _____ Extension _____

1. Payroll Instructions

- ☐ Please **replace** my present payroll deduction
- ☐ Please **enroll** me in the Payroll Deduction Program
- ☐ Please deduct \$_____ per month **until further notice** beginning ____ / ____ (mm/yy)
- ☐ Please deduct \$_____ per month for _____ (# months) beginning ____ / ____ (mm/yy)
- for a Pledge total of \$_____

Signature _____ Date _____
Your original signature is required.

2. Gift Designation

- ☐ CAS Annual Fund ☐ Law Annual Fund ☐ GSEC Annual Fund
- ☐ L&C Annual Fund (supports Common Services for all three schools)
- ☐ Other _____

This gift is in honor or memory of a special person.

Name _____ ☐ Honor ☐ Memory

*Thank you for contributing to Lewis & Clark through the Payroll Deduction Program!
Your gift makes a positive impact on our community and the life of our students.
Please print and sign this form and return to Annual Giving MSC 82
Contact Ronda Merryman for questions regarding your gift by payroll deduction.
merryman@lclark.edu Ext. 7927 Advancement Services*

Advancement Services Processing:

Entered Date: ____ / ____ / ____ by: _____

Start date _____ End date _____

Notes:

Payroll Department Processing:

Entered Date: ____ / ____ / ____ by: _____

Notes: