



# Drexel University Faculty and Staff Campaign Payroll Deduction Form



Please print and complete each section of the form. Make a copy for your records and forward original to:

The Drexel University Annual Fund  
Main Building, Room 309 • Philadelphia, PA 19104  
Questions: 215.895.2612 or email [fund@drexel.edu](mailto:fund@drexel.edu).

Employee Name: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Title/Department: \_\_\_\_\_

Building/Room: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Total Pledge:** \$ \_\_\_\_\_ **Pledge Type:**  Open Ended\*  Fixed\*  
If a fixed pledge, please provide start date: \_\_\_\_\_ and end date: \_\_\_\_\_.

Amount to be deducted per pay check: \$ \_\_\_\_\_

**This is a payment on an existing pledge**

**\*Open ended pledges indicate that you want a specific amount deducted from your paycheck indefinitely until you notify us otherwise. Fixed pledges only last for a specific amount of time (e.g., one year). If you want to change/update your pledge amount or timeframe, you must fill out and submit a new form.**

I authorize Drexel University to make deductions from my paycheck to be credited to the general Drexel Annual Fund. I understand that this deduction will continue until my total pledge is completed or until I designate otherwise.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Special Instructions (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**Note:** If your spouse works for a matching gift company, you could double or triple your gift. See [www.matchinggifts.com/drexel](http://www.matchinggifts.com/drexel) for additional information.

### CHARITABLE GIVING THROUGH PAYROLL DEDUCTION

Those who wish to make a contribution to the University via a payroll deduction are reminded that IRS regulations prohibit the allocation of gifts to University accounts that are controlled by the donor. Specifically, if an individual is either the cost center administrator or has been given signing authority for a particular account, that individual's contribution made either in the form of a check or payroll deduction, can not be directed to any account from which they authorize expenditures. As an alternative, the contribution may be directed to an account that will benefit the donor's department or academic unit for which the donor does not have a spending account.