

**Juniata Scholarship Fund FY16  
Faculty and Staff Giving Form (Including Payroll Deduction)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ I am paid (check one): \_\_\_ Bi-weekly \_\_\_ Monthly

There are three ways of giving:

**I. Payroll Deduction:**

(please check one)

- I am not currently enrolled in payroll deduction.
- This is in place of my current payroll deduction.
- This is in addition to my current payroll deduction.

(please check one)

- Payroll deduction - **ongoing**. Deduct my gift(s) each pay period until I notify either Human Resources or the Development Office to increase/decrease the stated amount or to stop the deduction process indicated on this form.
- Payroll deduction - **fiscal year only**: June 2015 – May 2016

Enter amount and designation for each deduction: (example: Deduct \$10 each pay period for the Juniata Scholarship Fund and \$15 each pay period for JClub.)

Deduct \$ \_\_\_\_\_ each pay period for the Juniata Scholarship Fund.  
Deduct \$ \_\_\_\_\_ each pay period for \_\_\_\_\_.  
Deduct \$ \_\_\_\_\_ each pay period for \_\_\_\_\_.  
Total \$ \_\_\_\_\_ each pay period.

**II. One-Time Payroll Deduction.**

- Deduct \$ \_\_\_\_\_ in the following *specific pay period* (s):  
\_\_\_\_\_ for \_\_\_\_\_  
Enter pay period(s) Enter designation

**III. A 2015-16 gift is enclosed.**

- Check enclosed payable to **Juniata College**.
- Credit Card-- Please charge (circle one): Visa MasterCard Discover American Express  
Account #: \_\_\_\_\_ Exp. Date \_\_\_\_\_
  - One Time Payment of \$ \_\_\_\_\_.
  - Recurring Payments--Bill my credit card a total of \$ \_\_\_\_\_ monthly through May 31, 2016.
    - \$ \_\_\_\_\_ of total should be given to the Juniata Scholarship Fund.
    - \$ \_\_\_\_\_ of total should be given to \_\_\_\_\_.
    - \$ \_\_\_\_\_ of total should be given to \_\_\_\_\_.

**Any questions concerning your gift designation should be directed to Susan Sieber x 3112. You may also call her with your credit card information or go online to [www.juniata.edu/give](http://www.juniata.edu/give).**

No goods or services are provided as whole or part consideration for any contributions made by payroll deduction. All payroll deduction contributions are tax deductible as allowed by law.

SIGNED \_\_\_\_\_  
DATE \_\_\_\_\_

**Return this form to the Development Office, Founders Hall.**

**Office Use Only**

Payroll Deduction

- Ongoing--\$ \_\_\_\_\_ total to be deducted each pay period.
- Current Fiscal Year--\$ \_\_\_\_\_ total to be deducted each pay period.
- One-Time \$ \_\_\_\_\_ during \_\_\_\_\_ pay period.