



FOUNDATION, INC.



ATHLETIC FOUNDATION, INC.

UWG Faculty/Staff Gift by Payroll Deduction Form

Please send completed form to Advancement Services (wbenefie@westga.edu)

Mr. Mrs. Ms. Mx. Dr.

First Middle Initial Last

Home/Cell phone

Street Address

Work phone

City, State Zip

UWG 917 – westga.edu/findmyid

UWG Department

Payroll/Employee ID – oneusgconnect.usg.edu

UWG email

I am paid these many months a year: 9 10 12

I am paid: Monthly Biweekly

GIFT INFORMATION:

My gift is to UWG Annual Fund HelpWest Other: _____

You may only choose one fund per form. If you would like to give to more than one fund, you may do so by submitting more than one form – you only need to fill out your name on subsequent forms. If submitting multiple forms, please staple them together or send attached to same email.

My gift is made in honor or memory of: _____

I wish for my gift to remain anonymous.

Choose either Recurring or Pledge

RECURRING

A recurring gift continues each pay period and carries over to next year unless payroll department receives written instruction from you to discontinue your gift

OR

PLEDGE

A pledge is for a specific amount for a certain number of pay periods.

Amount per pay period: _____

Amount per pay period: _____

For this many pay periods: _____

My total pledge: _____

If you are paid 9 or 10 months, please verify the number of pay periods remaining in the academic year prior to submitting this form.

Payroll Deduction Notice: Your payroll deduction will begin with the next pay cycle deadline after which your completed form is submitted. You must sign this form to authorize this charitable gift payroll deduction, and to be compliant with IRS regulations.

I hereby authorize the University of West Georgia to deduct, in accordance with university policy, the amount designated from my paycheck each payroll period, and to remit those amounts to the University of West Georgia Foundations. Any changes to these payroll instructions must be received in writing in the payroll office no later than 12 working days prior to the distribution date for that paycheck. I understand these payroll deductions will continue for the above listed amount and time period unless I notify Payroll department to stop them, or they are automatically stopped due to changes in my employment status at UWG.

Employee Signature

Date

For Form Questions Contact: Whitney Benefield; wbenefie@westga.edu
For A Day Campaign Questions Contact: Jess Lassiter; jlassett@westga.edu