



**2020 Faculty/Staff Drive Pledge Form**  
**USE FOR PAYROLL PLEDGES AND RECURRING DEDUCTIONS**

Use for Payroll Deduction Only  
(Choose one) Mr. Mrs. Miss Ms. Dr.

Please send to: Advancement Services  
1601 Maple Street, Carrollton, GA 30118  
Whitney Benefield; wbenefie@westga.edu

\_\_\_\_\_  
Employee First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Spouse First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

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

Home phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Department: \_\_\_\_\_

Title : \_\_\_\_\_

**UWG Employee ID:** \_\_\_\_\_

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

I am paid: Monthly Biweekly

**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**

**Payroll instructions for gifts:**

**Pledge (all employees are eligible):**

To be paid via payroll deduction for (this many) pay periods \_\_\_\_\_

Total Gift of: \$ \_\_\_\_\_

**Continuous Recurring (only employees paid for 12 months a year eligible):**

Total Amount per pay period: \_\_\_\_\_

My gift is to the UWG Foundation Annual Fund or as follows:

UWG College, Division or Department: \_\_\_\_\_

\$

\_\_\_\_\_

UWG Other \_\_\_\_\_

\$

\_\_\_\_\_

Gift made in honor/memory (choose one) of \_\_\_\_\_

I hereby authorize the University of West Georgia to deduct, in accordance with University Policy, the amount designated above from my paycheck each payroll period, and to remit those amounts to the University of West Georgia Foundation, Inc. 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 until I notify Payroll to stop them, or they are automatically stopped due to changes in my employment status with UWG.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_