SUNY BROOME Foundation

Faculty and Staff Giving Campaign Payroll Deduction Form

Your Information

Name: _____

Department: _____ Position: _____

SUNY Broome Email: _____ Phone Number: _____

I am (circle one): Full-time Part-time Adjunct FSA

Payroll Deduction Options:

One-time deduction of: $_____ Deduction per pay period: $_____

Matching Gifts Information:

My partner works for a matching gifts company (circle one): Yes No

If yes, please indicate the company name: _____

Please use my gift to support:

Please indicate in the appropriate text box whether you would like your gift divided among more than one fund/area, and specify the amounts for each.

- ☐ Greatest Needs
- ☐ General Student Support
- ☐ Grants-in-Aid
- ☐ Department Fund _____
- ☐ Scholarship(s) Fund _____
- ☐ Special Projects(s) Fund _____

Other Giving Opportunities:

- ☐ I have included the SUNY Broome Foundation in my will

SUNY BROOME Foundation

I would like more information about:

- ☐ Creating an endowment
- ☐ Including the SUNY Broome Foundation in my will
- ☐ Charitable Gifts Annuity
- ☐ Giving gifts of stock

Comments/Questions

I understand that by entering my SUNY Broome B# and submitting this form, I am authorizing payroll to deduct the above amount from my payroll check beginning immediately. I understand this deduction will continue until I notify the Foundation at foundation@sunybroome.edu or Payroll at holmespj@sunybroome.edu to cancel.

SUNY Broome B#:_____ **Date:**_____

Signature:_____

If you would like to make changes to your form (update information, modify the deduction amount, change designation, etc.), you may do so by filling out another form; your changes will be made, and you will receive a confirmation email with a summary of your information.

Remember: Your deduction will continue until you notify the Foundation at foundation@sunybroome.edu or the Payroll Office at holmespj@sunybroome.edu.

A receipt for the total amount deducted from your paycheck in the calendar year will be sent to you by January 31 at the latest for tax purposes. If you make a contribution outside of your payroll deduction, a receipt will be generated for that gift within 7-10 business days.

Have questions or would like more information? Please refer to the Frequently Asked Questions Guide for the Faculty/Staff Giving Campaign on the webpage.

For more information or questions, please contact:

Lisa Schappert, Senior Director of Development & Alumni Relations
Phone: (607) 778-5179
Email: schappertl@sunybroome.edu – or – foundation@sunybroome.edu
Office: Darwin R. Wales Center, Second Floor, Room 201
Mail Stop: #4

Thank you for your support of the college and our students!