SUNY BROOME Foundation

Frequently Asked Questions about Faculty/Staff Payroll Deduction

How long does the payroll deduction go for?

The payroll deduction will be in effect until you notify the SUNY Broome Foundation at foundation@sunybroome.edu and/or the SUNY Broome Payroll Office at holmespj@sunybroome.edu that you would like to change or cancel your deduction. There is no need to fill out the form again – your deduction will continue until you tell us otherwise.

As a retiree, I cannot give through payroll deduction. But I would like to give monthly, what are my options?

We now offer a recurring gift option. You can easily set up your recurring gift each month using our secure online giving site. You can decide on the amount and a receipt can be generated at year's end for your tax deduction purposes.

I made a gift outside of my payroll deduction. When will I receive my receipt?

It is the SUNY Broome Foundation's policy that any gift made outside of your regular payroll deduction will be receipted within 7-10 business days.

I filled out the electronic payroll deduction form, but I will not be teaching for a semester. How does this affect my giving?

Since payroll deduction is now ongoing (until you tell us to cancel) there is no amount that needs to be met by the end of the year. If you are not working for a semester or period of time there is simply nothing deducted and you are not penalized in any way. Once you start receiving a paycheck, your payroll deductions will take effect.

There is a fund/scholarship/project I would like to designate my payroll deduction to, but I do not see it in the list provided online. What should I do?

Please contact the Foundation Office to confirm that the fund exists. If it does not, we will work with you to find the fund that best meets your expectations for designation.

I would like to make changes to my payroll deduction information. How should I go about doing this?

If you need to update any information, make a change to the amount deducted from your paycheck, change the fund or designation of your gift, etc. please contact the Foundation and we will assist you.

If you have additional questions of concerns, please feel free to contact those below:

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