Instructions on Completing and Submitting an Ohio University Employee Payroll Deduction Form

Thank you for choosing to support Ohio University and your favorite program(s) through payroll deduction. Please read the following steps to complete and return this form.

1. Visit http://www.ohio.edu/advancement/how.cfm and scroll down to "Payroll Deduction" then select download payroll deduction form. Fill in your name and complete the employee information section. Decide the level of gift for each pay period and the program(s) you wish to support and then enter the name of the fund.

Are you a new donor to payroll deduction? Please total the amount per pay period you wish to donate. This amount should be placed in the "I Hereby Authorize" section of the form and then signed and dated.

Are you currently using payroll deduction and want to add new designations and amounts?
This form will override previous authorizations. Please add the new designation(s) and the amount of gift in the section provided. Next, check the box noting that you wish to provide "additional" support to other programs at Ohio University.

Are you looking for a fund that is not listed? Ohio University has many different options to consider for support, some of which are not listed online. If you know of a program that you wish to support and do not see it listed, please call Billie Handa, Director of Annual Giving at 740-597-1641 or The Ohio University Foundation at 740-593-1882 so we can help you find the right designation and expedite your gift.

2. Make a photocopy of the payroll deduction form for your personal records. Then send the original signed and dated form in a sealed envelope to:

The Ohio University Foundation
PO Box 869
Athens, OH 45701

3. The Ohio University Foundation will record your gift and forward a copy of this authorization to payroll for processing.

- **Questions regarding the payroll deduction process should be directed to the Ohio University Annual Giving Office at 740-597-1641 or emailed to giving@ohio.edu.**
- **Faculty and administrative deductions will begin on the next scheduled pay date if the form is received by the 15th of each month**
- **Classified staff must follow the same schedule as the submission of time summary sheets as indicated in the bi-weekly payroll calendar for deduction authorization**
- **Submitting a new deduction request will cancel existing deductions. Your payroll deduction gift(s) will be based entirely on the information provided on this form**

Thank You! Your Gift Will Help Deliver The Future of Ohio University.

Payroll deduction is available only to current Ohio University employees. Your gift through payroll deduction will remain in effect until you cancel/change this authorization in writing or termination of employment. Gifts through payroll deduction are tax deductible and you will receive a statement each year that summarizes your giving and will serve as documentation for tax purposes.