Faculty & Staff Payroll Deduction Authorization Form (for ODU Community)

Name _______________________________ Job Title _____________________________

University ID# ___________________________ Department ___________________________

Campus Address ___________________________ Campus Phone ___________________________

Home Address ___________________________ Preferred Address: ☐ Home ☐ Campus

Yes! As a member of the Old Dominion University community, I am supporting my University with a gift of:

☐ $1,000    ☐ $500    ☐ $250    ☐ $100    ☐ $75    ☐ $50
☐ $24 (minimum $1 per pay period)    ☐ Other $

I wish to contribute to:
☐ Academic Priorities    ☐ Athletic Priorities    ☐ Program/Area ________________________ ☐ Other __________________________

Gift Options I would like to make this gift by: ☐ Check (payable to: ODU Foundations) ☐ Credit Card ☐ Payroll Deduction (minimum $24)

Credit card: ☐ Visa ☐ MasterCard ☐ American Express

Credit card #: ___________________________ Expiration Date __________________ Verification #: (last 3 digits on back of Visa/MC card) ___________

Payroll Deduction ☐ I authorize the University Payroll Office to deduct the amount indicated, starting on October 16.

Use this option for first time activation of yearly deductions:

$ ___________ + _________ 24 _________ = ___________

Total Yearly Gift # of pay periods per year Amount deducted each pay period

Note: Most people have 24 pay periods per year

I understand that this payroll deduction is repeated on an annual basis unless changed and/or cancelled upon notice to the Development Office.

Signature: ___________________________ Date: ___________________________

Use this option for less than 24 pay periods only:

$ ___________ + ___________ _________ = ___________

I understand that this payroll deduction is not repeated on an annual basis and may be changed and/or cancelled upon notice to the Development Office.

Note: minimum deduction $24

Signature: ___________________________ Date: ___________________________

For payroll deduction questions please contact: Marta Muselik, Business Manager (Gift Processing) at mmuselik@odu.edu

Please return this form to Office of Development

Office of Development, 4417 Monarch Way, Norfolk, VA 23529 • 757-683-6330

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