

# Faculty/Staff Payroll Deduction Form

Yes! I want to help Metro State students succeed.



## Donor information

Name \_\_\_\_\_ Email \_\_\_\_\_  
Home address \_\_\_\_\_ City, state \_\_\_\_\_  
Cell phone \_\_\_\_\_

## Gift amount and fund designation

Please designate my gift of  \$500  \$250  \$100  \$50  \$25 or other amount \$ \_\_\_\_\_ to:

- Metro Fund (unrestricted)
- College/school/department program fund (specify) \_\_\_\_\_
- General scholarship fund or specific scholarship (specify) \_\_\_\_\_  
List of scholarship funds and programs: [metrostate.edu/give/funds](https://metrostate.edu/give/funds)
- I wish my gift to remain anonymous.

## Payment options (choose one)

- Payroll deduction:**  Ongoing paycheck deduction of \$ \_\_\_\_\_ per paycheck  
(Payroll deductions will be automatically renewed each fiscal year unless we hear from you).
- Increase my current payroll deduction to \$ \_\_\_\_\_ per paycheck. (New amount)
- Target amount of \$ \_\_\_\_\_ per paycheck. (Deduction will continue until target amount is reached.)
- One-time payroll deduction of \$ \_\_\_\_\_.

By signing below, I authorize Metro State to make the deduction(s) listed on this form.

Signature \_\_\_\_\_

- Check:**  Make checks payable to **Metro State University Foundation** and mail to the address below.

- Credit card:**  This is a **one-time** gift of \$ \_\_\_\_\_
- I authorize Metro State University Foundation to charge my credit card in the amount of \$ \_\_\_\_\_ **per month.**
- Mastercard  Visa  American Express  Discover
- Card number \_\_\_\_\_
- Expiration date \_\_\_\_\_  
MM/YY
- Name on card \_\_\_\_\_
- Signature \_\_\_\_\_

## Pay via EFT:

- I would like to have my payment deducted via EFT. I've included a voided check and have signed below.

I authorize Metro State University Foundation to withdraw my payment from my bank account. This EFT authorization will remain in effect until the pledge is fulfilled or until notified.

Signature \_\_\_\_\_

Date \_\_\_\_\_

If you prefer to give online, visit [metrostate.edu/give](https://metrostate.edu/give)

Your gift is tax-deductible to the extent allowed by law.

**Questions?** Email us at [giftinquiries@metrostate.edu](mailto:giftinquiries@metrostate.edu) or call 651.793.1808.

Please return this form to:  
**Metro State University Foundation**  
700 East Seventh Street, Saint Paul, MN 55106