



UNIVERSITY OF HARTFORD

# Payroll Deduction Authorization Form

Employee name (please print name) \_\_\_\_\_ Employee ID number \_\_\_\_\_

I authorize the University of Hartford payroll department to deduct the amount of \$ \_\_\_\_\_ from each pay period on an annual basis.  
(Please check one or indicate number of pays.)

26 pays       20 pays       other \_\_\_\_\_

Please begin with the pay on \_\_\_\_\_

Please direct my contribution to the     Anchor Fund     Anchor Scholarship Fund     Other \_\_\_\_\_

I understand that this agreement may be terminated by me at any time by written notification.  
Any such notification requires a reasonable time to process.

For your convenience, your gift will be automatically renewed on an annual basis unless you request otherwise.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

*Examples:*

<b>Amount per pay period</b>	<b>Annual contribution 26 pay periods</b>	<b>Annual contribution 20 pay periods</b>
\$5	\$130 (Century Club)	\$100 (Century Club)
\$10	\$260 (Anchor Club)	\$200 (Century Club)
\$25	\$650 (Deans' Club)	\$500 (Deans' Club)
\$50	\$1,300 (Provost's Society)	\$1,000 (Provost's Society)
\$100	\$2,600 (President's Society)	\$2,000 (Provost's Society)

<b>Payroll use only</b>	
Deduction code XUG entered by _____	Date _____
Pay day begin date _____	