



University Development and Alumni Relations
Office of Gift Administration
25 West Fourth Street, 4th Floor
New York, NY 10012-1119
Telephone: 212.998.2790
Facsimile: 212.995.4856
Email:gift.administration@nyu.edu

PAYROLL DEDUCTION AUTHORIZATION

IMPORTANT

- 1** Complete this form and forward it to the Office of Gift Administration using one of these options:
 - Deliver the form to 25 West 4th Street, 4th Floor
 - Email the completed form as an attachment to gift.administration@nyu.edu. Please include "Payroll Deduction" in the subject line.
 - Fax the completed form to 212-995-4856
- 2** Once submitted, you will receive an email confirmation once your payroll deduction request has processed. If you do not receive your confirmation within 5 business days, please contact the Office of Gift Administration at gift.administration@nyu.edu.
- 3** Deductions begin the first pay period after this form has been processed (please allow 2 weeks) and continue until the your gift has been fulfilled or upon written notification to the Office of Gift Administration requesting a change or cancellation.

Please select how you would like to make your gift via payroll deduction from the three options below:

I would like to make a recurring donation of \$ _____ per paycheck. I authorize that this amount be deducted from each pay period. This donation is ongoing and will continue until I submit a cancellation request.

I would like to make a total donation of \$ _____ via payroll deduction. I authorize that \$ _____ be deducted from my pay check per pay period in fulfillment of this gift.

I would like to make a one-time gift of \$ _____ via payroll deduction. I authorize that this amount be deducted from my paycheck in the next NYU pay cycle.

Please complete the following (all fields are required):

EMPLOYEE/DONOR NAME (Last, First)

ADDRESS (Street)

ADDRESS LINE 2 (City, State, Zip)

EMAIL ADDRESS (for notifications about this gift)

UNIVERSITY N #

NET ID

SCHOOL/DIVISION OF EMPLOYMENT AT NYU

SIGNATURE

Please allocate gift to the NYU Faculty, Administrators, and Staff Emergency Relief Fund (22-08101-VIRUS-T2977)

Appeal: SSM20

Please check one of the following:

- I am a new payroll donor
- This replaces a current payroll deduction