



MC 5-32, Pasadena, CA 91125

version 2015.09

Forward to Gift and Records | MC 5-32

Lockbox - Millikan 301

Submission of incomplete forms will result in delays in processing of the gift.

Caltech Payroll Deduction Form

Name

Date

UID

Div./Dept.

Email

Ext.

I would like to enroll in the California Institute of Technology Payroll Deduction Plan

Please choose one of the following options:

I authorize Caltech to deduct \$ _____ per pay period, beginning
and ending _____.

I would like to give a one time gift of \$ _____ . Please deduct this amount from
my next payroll check.

I would like to give a one time gift of \$ _____ . My check payable to "Caltech" is
attached.

Please indicate how you would like to designate your gift:

Account/Fund Name

Funding Source/PTA

Amount

You will receive an acknowledgement for tax purposes.

SIGNATURE

TO BE COMPLETED BY PAYROLL AND RETURNED TO GIFTS AND RECORDS

Prepared By

Prepared Date



MC 5-32, Pasadena, CA 91125

Caltech Payroll Deduction Form

Name: Your name.

Date: Today's date.

UID: Your Caltech ID number (found on your ID card).

Div./Dept.: Your division/department.

Ext.: Your extension.

Choose the applicable option.

For option #1, the amount you would like deducted from each paycheck and indicate start and end dates. All deductions will end Dec. 31st of the calendar year. If you would like deductions the following year, please submit a new form by Nov. 15th to Gifts & Records to prevent a gap in deductions.

For option #2, the amount you would like deducted from your next payroll check.

For option #3, the amount of your gift to Caltech. The attached check should be made payable to "Caltech."

Account/Fund Name – Funding Source/PTA – Amount: Indicate the gift designation by writing the account/fund name, FS Number, and amount.

Signature: Forms must be signed for payroll processing

Submission

Email to Gifts & Records or hard copies to:

- Lockbox in Millikan 301: room across from the elevators.
- Campus mail: MC 5-32