



MC 5-32, Pasadena, CA 91125

version 2019.07

Forward to Gift and Records | MC 5-32

Lockbox - Caltech Hall 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:

Set amount of \$ _____ per pay period with no end date.

Set amount of \$ _____ per pay period with an end date of _____

Total amount of \$ _____ to be paid incrementally over multiple pay periods, with an end date of _____

Please indicate how you would like to designate your gift:

Account/Fund Name

Funding Source/PTA

Amount

In accordance with IRS regulations, your pay stub is your receipt for your contributions. Additionally, Development and Institute Relations will provide an annual acknowledgment of your contributions which may also be used for tax purposes. For other accommodations, please contact Gifts and Records at giftprocessing@caltech.edu

SIGNATURE

THIS SECTION IS TO BE COMPLETED BY HR RECORDS MANAGEMENT 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 with no end date

For option #2, the amount you would like deducted from each payroll check with a specified end date.

For option #3, a total specified amount to be paid incrementally according to the specified end date. Example: A donor is pledging a total of \$100 and the specified end date is 4 pay periods away. Thus, the \$100 would be paid by 4 payments of \$25.

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 Caltech Hall 301: room across from the elevators.
- Campus mail: MC 5-32