Shepherd
UNIVERSITY

Yes, I want to make an impact at Shepherd University!

❏ I wish to make an immediate gift in the amount of $ _____.

❏ I would like to give through payroll deduction in the amount of $_____ per pay.

Please complete this form, including your contact information and gift designation. For payroll deduction, please also sign agreement below.

Name: _____

Address: _____

City, State, Zip: _____

E-mail: _____

Phone: (h) _____ (c) _____

I would like to designate my gift to:

❏ **The Shepherd Fund:** support annual scholarships, faculty development and campus enhancement.

❏ Other: _____ (amount if splitting donation: $_____)
            (Department or program)

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            (Department or program)

❏ *Check here if you want your name and contribution to be anonymous in the President's Report and Honor Roll of Donors.*

Methods of Payment:

❏ Payroll deduction: Complete the section below.

❏ Enclosed is my check payable to the Shepherd University Foundation.

❏ Credit card: Give online at: http://shepherduniversityfoundation.org/donate/

SHEPHERD UNIVERSITY PAYROLL DEDUCTION AGREEMENT

By this agreement, made by and between _____ (employee name) and Shepherd University (the employer), the parties hereto agree as follows:

Effective, with respect to amounts paid on or after _____, (which date is subsequent to the execution of the agreement) the amount indicated below shall be deducted from the employee's present salary.

*A total of $ _____ shall be deducted from **EACH** paycheck (Minimum deduction of $5.00 per pay).*

This is ❏ a new deduction or ❏ replaces my current deduction.

This agreement shall remain in effect for the duration of the employee contract except as changed or terminated by the employee with a 30-day notice. Employee must contact the payroll department in the business office to discontinue deductions.

_____   _____
Employee Signature   *Date*

The Shepherd University Foundation will provide each employee with a yearly donation receipt for tax purposes.
If you have any questions, or would like additional information on ways to give,
please contact Christine Meyer, director of annual giving, at cmeyer@shepherd.edu or 304-876-5526.

Received by SU Foundation _____   Received by SU Business Office_____