

## Employee Payroll Deduction Form

As an employee of Arizona State University or Enterprise Partners, you can support ASU through regular gifts that are automatically deducted from your paycheck.

**Please use the following information to start my faculty or staff payroll deduction.**

First name: \_\_\_\_\_ Affiliate ASU ID: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

I am an:  ASU employee  ASU Foundation employee

**I want to contribute to:**

**Per pay period (\$2.50 min.)**

Staff Helping Staff Emergency Assistance (#30001438) \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Please begin deductions on the following date:** \_\_\_\_\_

**Please stop deductions:**  when I notify you to stop the deductions

on the following date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form by mail or email to ASU Enterprise Partners-  
Office of Gift Administration & Data Management:

- Mail code: 5005
- Email: [giftprocessing-q@asu.edu](mailto:giftprocessing-q@asu.edu)

Questions? Please call or email

- 480-965-6468
- [giftprocessing-q@asu.edu](mailto:giftprocessing-q@asu.edu)

**Note:** For gifts made through payroll deduction, the ASU Foundation will send one cumulative gift receipt at the end of the year. The deduction will begin on the first payroll that is approximately two weeks from the date on which the foundation receives the authorization for the deduction.

A contribution can only be deposited to an account over which the contributor has no signature authority and under conditions where there are no personal benefits to the contributor arising from the tax-deductible contribution.

When an employee contributes to a scholarship account from which his/her family member may be eligible to benefit from the scholarship, the following conditions need to then exist in order for the contribution to be tax deductible:

1. The awarding of the scholarship needs to be based on pre-established criteria.
2. The awarding decision needs to be made by a committee independent from the contributing employee.
3. The benefits awarded to employee's family member cannot be in direct proportion to the amounts contributed by the employee.

All funds will be deposited with the ASU Foundation for A New American University, a nonprofit organization that exists to support Arizona State University (ASU). Gifts in support of ASU are subject to foundation policies and fees. Your gift may be considered a charitable contribution. Please consult your tax advisor regarding the deductibility of charitable contributions.