



UNIVERSITY ADVANCEMENT

20700 NORTH PARK BOULEVARD
UNIVERSITY HEIGHTS, OHIO 44118-4581
TOLL FREE 800.736.2586
PHONE 216.397.4322
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Authorization for payroll deduction of contributions to John Carroll University

I authorize payments toward my total pledge of \$ _____, to be deducted
from my paycheck in _____ installments of \$ _____ each, starting with
(number)
the _____ pay date. ‡
(month/year)

‡ The deduction for John Carroll employees paid on a bi-weekly basis will be taken from
each pay period – there are 26 pay periods on an annual basis.

Purpose: (select one) _____ Carroll Fund _____ Other (please specify)

Name: _____

Department: _____

Signature: _____ Date: _____

Thank you for your gift to John Carroll University!

Please complete the form and return it through Campus Mail to:
Deacon Robert P. Kirschner ♦ Director of Annual Giving ♦ Rodman Hall
397-4198 ♦ rkirschner@jcu.edu

OFFICE USE ONLY

Date received _____ Date Processed _____ CC Business Office _____

Fund name _____ Fund Budget # _____

Payroll Deduction Instructions

(For employees paid monthly)

Thank you for participating in *I♥JCU - FSA Giving Back!* Your contribution is but one way you help make John Carroll a stronger institution.

Please keep in mind the following as you complete your payroll deduction form:

- ♦ The first month available for payroll deduction is February. If you select February as the first installment month, you will see your deduction reflected on your February 28, 2010 paystub. *Any forms submitted after February 19 will need to select March as the first installment month.*
- ♦ John Carroll's fiscal year runs from June 1 - May 31.
If you wish to make a contribution for this fiscal year only, select between one and four installments. This will insure the deduction occurs on or before May 31, the last day of FY2010.
If you would like your contribution to be split between two fiscal years (thus, already participating in next years' campaign) extend the deductions beyond the May 2010 pay period. While we are unable to accept deductions for an indefinite period of time, payroll deduction can be entered three years into the future.

If at any time you have a question, please contact Deacon Robert P. Kirschner, director of annual giving at 397-4198 or rkirschner@jcu.edu. Again, thank you for your support.

The following chart illustrates several ways you can divide your contribution using the enclosed payroll deduction form.

	1	2	3	4	5	6	7	8	9	10	11	12	(# of pay periods)
\$5	\$5	\$10	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	
\$10	\$10	\$20	\$30	\$40	\$50	\$60	\$70	\$80	\$90	\$100	\$110	\$120	
\$15	\$15	\$30	\$45	\$60	\$75	\$90	\$105	\$120	\$135	\$150	\$165	\$180	
\$20	\$20	\$40	\$60	\$80	\$100	\$120	\$140	\$160	\$180	\$200	\$220	\$240	
\$25	\$25	\$50	\$75	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	
\$50	\$50	\$100	\$150	\$200	\$250	\$300	\$350	\$400	\$450	\$500	\$550	\$600	
\$75	\$75	\$150	\$225	\$300	\$375	\$450	\$525	\$600	\$675	\$750	\$825	\$900	

Payroll Deduction Instructions

(For employees paid bi-weekly)

Thank you for participating in *I♥JCU - FSA Giving Back!* Your contribution is but one way you help make John Carroll a stronger institution.

Please keep in mind the following as you complete your payroll deduction form:

- ♦ The first month available for payroll deduction is February. If you select February as the first installment month, you will see your deduction reflected on your February 28, 2010 paystub.
- ♦ John Carroll's fiscal year runs from June 1 - May 31.

If you wish to make a contribution for this fiscal year only, select up to seven installments with February 28 as the starting date. This will insure the final deduction occurs on or before May 31, the last day of FY2010.

If you would like your contribution to be rolled into two fiscal years (thus, already participating in next years' campaign) extend the deductions beyond the May 2010 pay period. While we are unable to accept deductions for an indefinite period of time, payroll deduction can be entered three years into the future.

If at any time you have a question, please contact Deacon Robert P. Kirschner, director of annual giving at 397-4198 or rkirschner@jcu.edu. Again, thank you for your support.

The following chart illustrates several ways you can divide your contribution using the enclosed payroll deduction form.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	(cont.)
\$2.⁵⁰	\$2. ⁵⁰	\$5	\$7. ⁵⁰	\$10	\$12. ⁵⁰	\$15	\$17. ⁵⁰	\$20	\$22. ⁵⁰	\$25	\$27. ⁵⁰	\$30	\$32. ⁵⁰	\$35	\$37. ⁵⁰	
\$5	\$5	\$10	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70	\$75	
\$10	\$10	\$20	\$30	\$40	\$50	\$60	\$70	\$80	\$90	\$100	\$110	\$120	\$130	\$140	\$150	
\$15	\$15	\$30	\$45	\$60	\$75	\$90	\$105	\$120	\$135	\$150	\$165	\$180	\$195	\$210	\$225	
\$25	\$25	\$50	\$75	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	\$325	\$350	\$375	
\$35	\$35	\$70	\$105	\$140	\$175	\$210	\$245	\$280	\$315	\$350	\$385	\$420	\$455	\$490	\$525	
	16	17	18	19	20	21	22	23	24	25	26	(# of pay periods)				
\$2.⁵⁰	\$40	\$42. ⁵⁰	\$45	\$47. ⁵⁰	\$50	\$52. ⁵⁰	\$55	\$57. ⁵⁰	\$60	\$62. ⁵⁰	\$65					
\$5	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130					
\$10	\$160	\$170	\$180	\$190	\$200	\$210	\$220	\$230	\$240	\$250	\$260					
\$15	\$240	\$255	\$270	\$285	\$300	\$315	\$330	\$345	\$360	\$375	\$390					
\$25	\$400	\$425	\$450	\$475	\$500	\$525	\$550	\$575	\$600	\$625	\$650					
\$35	\$560	\$595	\$630	\$665	\$700	\$735	\$770	\$805	\$840	\$875	\$910					