



Menlo School Annual Fund 2021/22

Employee Giving Form

Date _____ Name

Department

Payroll Deductions

Payroll deductions will run from 10/15/21 – 5/31/22 (16 pay periods). If you turn in your form after Oct. 1 we will adjust your gift to reflect the remaining pay periods in the fiscal year.

I would like to make my Annual Fund gift through **ongoing payroll deduction**. I will donate:

- \$3.12 per pay check (\$50/year) \$15.63 per pay check (\$250/year)
- \$5.00 per pay check (\$80/year) \$20.00 per pay check (\$320/year)
- \$10.00 per pay check (\$160/year) \$31.25 per pay check (\$500/year)
- Other \$ _____ per pay check Other \$ _____ per year

I would like to make my Annual Fund gift with a **one-time payroll deduction** in the amount of \$ _____ to be processed on 10/15/21 (or the next pay period if form returned after Oct. 1).

Employee Authorization for Payroll Wage Withholding

I, _____, hereby authorize Menlo School to withhold from my wages in accordance with the above instructions for the purpose of contributing to the 2021/2022 Menlo School Annual Fund. I represent that this authorization is executed voluntarily and has not been made as a condition of my continued employment.

Employee Signature Date

One-time cash/check/credit card donation

- Enclosed is my cash/check for \$ _____ (checks payable to Menlo School)
- Please charge my gift of \$ _____ to my VISA _____ M/C _____ AMEX _____
- Card # _____ Exp. Date _____ CVV _____

Signature Date

- I would like my gift to be anonymous
- I would like my gift in be in honor/memory of _____

Please sign and return this form to the Development Office, 3rd floor Stent Hall by September 30, 2021.

Thank you for supporting the Annual Fund!!!