

Payroll Deduction Form

I, _____, authorize the Payroll Office at Hampshire College to
(print name clearly)

deduct \$ _____ from each paycheck I receive. I would like these deductions to
start on _____ and continue:

until I notify the Office of College Advancement

OR

until _____ for a total of \$ _____

I would like this money applied to: _____
(fund name)

Please use one form for each fund designation

Please allow at least one week before the first deduction for processing

Signature

Date

Please return the completed form to Institutional Advancement

FOR USE BY THE DEVELOPMENT OFFICE ONLY

Control Number _____

Fund Name _____

GL # _ _ - _ - _ _ _ _ _ - _ _ _ _ _

Code _____

FOR USE BY THE PAYROLL OFFICE ONLY

Amount \$ _____

Start Date _____

Pay class _____

End Date _____