Payroll Deduction Form

I, ________________________, authorize the Payroll Office at Hampshire College to
(designate 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 ____________