FACULTY & STAFF PAYROLL DEDUCTION FORM

Name: ________________________________________________________________________
CMU Email: ____________________________________________   Ext.: _________________

□ Please recognize this as a joint gift with my spouse/partner. Name: ______________________
    □ I am paid monthly.                                   □ I am paid bi-weekly.
    □ Designate my gift to: __________________________________________________________

Payroll deductions of $83.33 per month or more over 12 months qualify you for the Andrew Carnegie Society.

YOU HAVE TWO OPTIONS WHEN CHOOSING PAYROLL DEDUCTION.
PLEASE SELECT ONE:

□ OPTION 1:
Deduct $________________ per pay starting in ________________ (month/year) and ending in
__________________ (month/year) for a total pledge of $_________________.

□ OPTION 2 (CONTINUOUS):
Deduct $________________ each pay until I notify Gift Administration in writing at
gift-administration@andrew.cmu.edu to stop or change, starting in ________________ (month/year).*

*Payroll deduction requests received after the Workday monthly deadline will be deducted in the
next month pay cycle. Bi-weekly employees will only have two payroll deductions in the months
with three pay periods.

□ This form replaces my current pledge(s).       □ This form is in addition to my current pledge(s).

Payroll requires your signature in order to begin the deduction.

___________________________________________
Signature

For quicker processing, please scan and email this form to gift-administration@andrew.cmu.edu.
You may also print out this form and send to:

Carnegie Mellon University
Gift Administration Dept.
6 PPG Place, 11th Floor
Pittsburgh, PA 15222

Remember: If your spouse/partner works for a company with a matching gift program, it can increase the value of your gift. Please visit www.giving.cmu.edu/matchinggifts for more information.

Note: No goods or services were provided in consideration of this contribution. Please consult your tax advisor and form 1040 for gifts of cash and listed securities and form 8283 for non-cash gifts.

THANK YOU FOR YOUR SUPPORT!