



FACULTY / STAFF DONATION FORM 2023

Thank you for making a payroll deduction gift to CIIS! You are part of our success day in and day out. Your support today will help ensure that CIIS continues to thrive and provide our students with an education encompassing a global understanding of intellectual, spiritual, and environmental interconnectedness that will help shape the 21st century.

HOW WOULD YOU LIKE TO MAKE A DONATION?

- Payroll Deduction – *A little bit each pay period adds up to a meaningful contribution*
- Check (attach)
- Credit Card – Donate at <https://www.ciis.edu/give-to-ciis>

PAYROLL DEDUCTION

To begin your deductions in January, please complete and return this payroll deduction form to HR by January 5, 2023. If you opt to start your payroll donation in the new year, you will be enrolled beginning January 1, 2023, through December 31, 2023.

*You can also begin your payroll deduction at any time by submitting this form, and the donations will begin the following pay period after it is received and processed. **When you choose to make your gift through payroll deduction, you authorize a flat rate to be deducted from each paycheck.***

Your Name: _____ Dept. _____

I would like my deduction to begin:

- Immediately
- In the new year

I would like the following deducted from each semi-monthly paycheck:

- \$5.00
- \$10.00
- \$20.00
- \$50.00
- \$82.00 (1968 Circle)**
- Other Amount: \$ _____

HOW WOULD YOU LIKE YOUR DONATION TO BE USED?

- Where it is needed most
- Scholarships
- 1968 Circle **select \$82 per pay period above, which will total \$1,968 annually*

I understand that the CIIS Development Office will notify me when my payroll deductions will begin and what the total value of my gift will be. I will receive a calendar year-end deduction letter for my donation(s) by January 31st each year.

Signature

Date

To begin payroll deductions, please return your form to the HR Office (hroffice@ciis.edu) and copy the Development Office (give@ciis.edu). You can also submit any questions about making a donation to give@ciis.edu.

Thank you for investing in CIIS' future!

For Internal Use Only:

Received by Human Resource Office (copies to Development & Business Office):

Initials

Date

Payroll Effective Date

GL Account: _____ DON Code: _____