

**SHEPHERD UNIVERSITY
PAYROLL DEDUCTION AGREEMENT**

By this agreement, made by and between _____ (employee)
_____(social security number) and Shepherd University (the employer), the parties
hereto agree as follows:

Effective with respect to amounts earned on or after the first day of _____ 20____, (which date is
subsequent to the execution of the agreement), the amount indicated below shall be deducted from the
employee's present salary.

This agreement shall remain in force for the duration of the employee contract except as changed or
terminated by the employee with a 30 day notice. Employee must contact the payroll department in
the business office to discontinue deductions

The amount of \$_____ shall be deducted per paycheck and placed in the _____
fund with the Shepherd University Foundation. (Minimum deduction of \$5.00 per paycheck)

___ This is a new payroll deduction. ___ This is an additional payroll deduction.

*My total contribution through payroll deduction is _____.

Employee Signature _____ *Date*

Received by SU Foundation _____ Sent to SU Business Office _____

The Shepherd University Foundation will provide each employee with a yearly donation receipt for tax purposes.
