

Yes, I want to make a gift to support Shepherd University!

- I wish to make my gift in the amount of \$ _____.
- I would like to make my gift in the amount of \$ _____ and fulfill it through payroll deduction.
(Please complete this form, including contact information and gift designation as well as the payroll deduction agreement below.)

Name: _____

Address: _____

City, State, Zip: _____

E-mail: _____

Phone: (h) _____ (c) _____

I would like to designate my gift to:

- The Shepherd Fund**, to support additional financial aid, annual scholarships, and faculty development.
- Other _____
(Department or program)

Methods of Payment:

- Enclosed is my check payable to the Shepherd University Foundation.
- Charge to my credit card:

American Express Discover Mastercard Visa

Card No.: _____ Exp. Date: _____ Security Code: _____

Signature: _____

_____*Please check here if you wish for your contribution and name to remain anonymous in the President's Report and Honor Roll of Donors.*

**If you have any questions, or would like additional information on ways to give,
please contact Stacy McFarland smcfarla@shepherd.edu 304-876-5526.**

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SHEPHERD UNIVERSITY PAYROLL DEDUCTION AGREEMENT

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

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

A total of \$ _____ shall be deducted from **EACH** paycheck (Minimum deduction of \$5.00 per pay).

*This is a: _____ new deduction _____ change to my current deduction.

This agreement shall remain in effect 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.

Employee Signature

Date

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

Received by SU Foundation _____

Received by SU Business Office _____