



WSC ■ FOUNDATION

*Bringing Communities
and College Together*

Employee Payroll Deduction Agreement

This Payroll Deduction Agreement replaces and cancels all previous agreements on file.

I (Employee Name): _____ authorize Williston State College to deduct the following donation from my paycheck and forward this amount to the Williston State College Foundation. I understand my donation will be used for Williston State College programs and services which will help the college grow and meet the needs of students. Your donation will not be used for Foundation operations.

- a. I choose an on-going donation of \$_____ per paycheck. I understand this payroll deduction will continue until I notify the WSC payroll department in writing to cease this deduction.
- b. I choose to make a one-time gift of \$_____.
- c. I pledge a total of \$_____ to be divided into twenty-four (24) equal amounts of \$_____ each pay period, as I am paid over 12 months/24 periods.
- d. I pledge a total of \$_____ to be divided into _____ equal amounts of \$_____ each pay period, as I am paid over _____ months/_____ pay periods.

Payroll Deduction will begin the first pay period following the date of this agreement.

Employee Signature: _____ Date:(Mon/Day/Year) _____

Please return this form to the Williston State College HR Office. Please make a copy for your records.

Thank you for your gift! You are the foundation of our success, and we want you to know how much we appreciate your continued support.

January 2022