



**PAYROLL DEDUCTION REQUEST FORM**

If you would like to set up payroll deductions to the SCC Foundation for the benefit of Santiago Canyon College or adjust your current payroll allocation, please fill out, print, sign and return this form to Gayle Sapak-Winder in A-201.

I hereby request that the RSCCD Payroll Office commence payroll deductions to the SCC Foundation, allocated as follows:

- \$\_\_\_\_.00 Hawks Fund (areas of greatest need)
- \$\_\_\_\_.00 General Scholarship Fund
- \$\_\_\_\_.00 Other SCC program – please specify \_\_\_\_\_
- \$\_\_\_\_.00 Other SCC program – please specify \_\_\_\_\_
- \$\_\_\_\_.00 Other SCC program – please specify \_\_\_\_\_
- \$\_\_\_\_.00 Other SCC program – please specify \_\_\_\_\_
- \$\_\_\_\_.00 **Total monthly contributions (For most employees, there are 10 payroll deductions payments per year. No charitable payroll deductions are processed in July or August.)**

**I currently make donations through payroll deductions and this form supersedes all previous payroll deduction designations.**

**I currently make donations through payroll deductions and the above deductions are in addition to payroll deductions I am currently making.**

**I do not currently make contributions through payroll deductions.**

**This is a one-time deduction from payroll**

I understand that the above deduction schedule will remain in force until I revoke it in writing or submit another payroll deduction form.

Name (please print) \_\_\_\_\_ Faculty Staff

Address \_\_\_\_\_  
Street City State Zip

Employee I.D. # \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

*Your generosity will strengthen the ability of the SCC Foundation to support Santiago Canyon College. Contributions are tax deductible to the fullest extent of state and federal law. Thank you.*

