



## Payroll Deduction Authorization Form

*Full-Time Staff Only*

### ONE-TIME DONATION

I would like to make a one-time only donation to the United Way via payroll deduction of \$\_\_\_\_\_.

I understand that St. Clair College will deduct this amount from my next available pay cheque.

### BI-WEEKLY DONATION

with specified end date

I would like to make a bi-weekly donation to the United Way via payroll deduction of \$\_\_\_\_\_ for the next \_\_\_\_\_ pays (*number of bi-weekly pays*).

I understand that St. Clair College will deduct this amount from each of my bi-weekly pays for the above noted number of pays.

Donation to be made to  
United Way Windsor

### BI-WEEKLY DONATION

with no end date

I would like to make a bi-weekly donation to the United Way via payroll deduction of \$\_\_\_\_\_ with no specified end date.

I understand that St. Clair College will deduct this amount from each of my bi-weekly pays until I notify St. Clair College of any changes.

Donation to be made to  
United Way Chatham

### PERSONAL INFORMATION

Name (printed)

Signature

Employee ID

Date

*Charitable donations will be reported on your T4 slip for the payroll year.*

*This form must be completed and provided to Financial Services, Payroll Department, via your college provided e-mail to Vanessa Burke (vburke@stclaircollege.ca) prior to starting payroll deductions.*