



# Automatic Payroll Deduction



... gift giving made easy

For more information, contact:

Office of University Development  
AF 126  
389-6829

A member of the Minnesota State Colleges and Universities System.

An Affirmative Action/Equal Opportunity Foundation.

This document is available in alternative format to individuals with disabilities by calling the Office of University Development at 507-389-6829 (V), 800-627-3529 or 711 (MRS/TTY).

## Donor Recognition Clubs (July 1 – June 30)

### Purple and Gold Society (lifetime giving)

- Order of the Arch \$5,000,000 +
  - Builders \$1,000,000 +
  - Benefactors \$500,000 +
  - Partners \$100,000 +
  - President's Circle \$50,000 +
  - Dean's Circle \$25,000 +
- ~Based on pledge, cash, stock and gift-in-kind

### Annual Fund Club (annual giving)

- Regent \$500 - \$999
  - Trustee \$250 - \$499
  - Director \$100 - \$249
  - Friend \$1 - \$99
- ~Based on cash, stock and gift-in-kind

### President's Club (annual giving)

- George M. Gage Society \$10,000 +
  - Julia Sears Society \$5,000 - \$9,999
  - Rev. David C. John Society \$3,000 - \$4,999
  - Edward Searing Society \$1,868 - \$2,999
  - Charles C. Cooper Society \$1,000 - \$1,867
- ~Based on cash, stock and gift-in-kind

### Heritage Society (planned giving)

~Based on will, trust, charitable gift annuity, insurance, real estate, securities, and/or retirement plan assets

Automatic Payroll Deduction (APD) is an offer you can't refuse.

APD makes charitable giving as easy as signing your name. We provide one simple card for you to fill out — and once you return it to our office, we take care of the rest.

APD offers advantages to the employee donor.

1. You will have an automatic charitable giving record for tax purposes — you can use your pay stubs.
2. You may payroll deduct your gift through the 26 pay periods in the Minnesota State Mankato system.

For example:

- \$ 1 x 26 = \$ 26
- \$ 2 x 26 = \$ 52
- \$ 5 x 26 = \$ 130
- \$ 10 x 26 = \$ 260
- \$ 20 x 26 = \$ 520
- \$ 25 x 26 = \$ 650

Keep in mind your total **must** be evenly divisible by 26.

**Reminder:** No changes can be made to your payroll deduction without written notification to Office of University Development, AF 126.

Please take a few minutes to fill in the attached card:

1. Your full name (as it appears on your paycheck).
2. Your department name and payroll ID number.
3. Please read the authorization statement.
4. There is a \$1 per pay period (or \$26 annual) minimum deduction. If you wish to designate to more than one area, your first designation must be a minimum of \$26 annually and any following designations must be a minimum of \$2 per pay period (or \$52 annual).
5. Fill in the amount to be deducted per pay period.
6. Multiply the amount deducted by 26 pay periods and place that number in the total.
7. You may designate your gift for a particular department or write unrestricted to be used where the need is greatest at Minnesota State Mankato. Please refer to the enclosed chart of accounts for designation account number and name.
8. Complete home address and sign below.
9. Detach it from the brochure and send it to the Office of University Development, AF 126, and we will take care of everything else.

Detach Here

Detach Here

MINNESOTA STATE UNIVERSITY, MANKATO CAMPUS DRIVE PAYROLL DEDUCTION AUTHORIZATION

Name \_\_\_\_\_ Department \_\_\_\_\_  
Payroll ID # \_\_\_\_\_

I hereby authorize Minnesota State University, Mankato Foundation to deduct from my pay each pay period the amount as shown below, beginning as soon as possible. Said deductions may be initiated, changed or revoked only by my written permission.

1st Gift: Amount deducted per pay period (minimum of \$1) \$ \_\_\_\_\_ x 26 = \$ \_\_\_\_\_  
Account Number \_\_\_\_\_ Account Name \_\_\_\_\_

2nd Gift: Amount deducted per pay period (minimum of \$2) \$ \_\_\_\_\_ x 26 = \$ \_\_\_\_\_  
Account Number \_\_\_\_\_ Account Name \_\_\_\_\_

Home address \_\_\_\_\_ Campus Mail Code \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your gift is tax deductible subject to IRS regulations. Thank you!