Payroll Deduction 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. Payroll Deduction offers convenient advantages to the employee donor: 1) You will have an automatic charitable giving record for tax purposes — you can use your final year-end pay stub, and 2) You may payroll deduct your gift through the 26 pay periods in the Minnesota State Mankato system. (Keep in mind your total must be evenly divisible by 26.)

Reminder: No changes can be made to your payroll deduction without written notification.

Please take a few minutes to fill out 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 chart of accounts at www.mnsu.edu/campusdrive for designation account number and name.
8. Complete home address and sign below.
9. Detach it from the brochure and send it to AF 126, and we will take care of everything else.

Thank you. Your gift makes a difference!