



Office of Institutional Advancement  
Payroll Deduction Form

Employee ID: \_\_\_\_\_ Banner (V Number): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Payroll Deduction Options (Select only one option):

☐ One Time Deduction of: \$ \_\_\_\_\_.

☐ Recurring Deduction: (select one) ☐ Monthly ☐ Semi-monthly ☐ Continuous\*

Recurring Deduction Amount: \$ \_\_\_\_\_

☐ Starting on \_\_\_\_\_ (date) and ending on \_\_\_\_\_ (date) **N/A if not Continuous**

☐ Until total amount of \$ \_\_\_\_\_ is reached.

**\*Donor will notify the Office of Institutional Advancement in writing to cancel continuous deduction. Deduction will begin on the next payroll cycle after the form is submitted to the Payroll Office.**

Designation(s): \_\_\_\_\_

**\*For multiple designations, indicate the deduction amount for each fund.**

For Institutional Advancement and University Payroll Office Use Only:

\_ University \_ VSU Foundation \_ Other Designatio Fund Account # Required \_\_\_\_\_ (IA will provide fund)  
account number for all designation(s) listed above)

I authorize Virginia State University Payroll Office to deduct the amount indicated above in the manner and timeframe outline. I understand if there are any changes, I will notify the Office of Institutional Advancement in writing.

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

Completed forms should be returned to the Office of Institutional Advancement.

Virginia State University ♦ Office of Institutional Advancement ♦ P.O. Box 9027 ♦ Virginia State University, VA 23806 ♦ (804) 524-5045 ♦  
[www.vsu.edu/giving](http://www.vsu.edu/giving) ♦ [giving@vsu.edu](mailto:giving@vsu.edu)



Office of Institutional Advancement  
Recurring Giving Options

TOTAL PLEDGE AMOUNT	MONTHLY INSTALLMENT	SEMI-MONTHLY INSTALLMENT
\$250	\$20.83	\$10.42
\$500	\$41.66	\$20.83
\$1,000	\$83.33	\$41.67
\$1,500	\$125.00	\$62.50
\$2,500	\$208.33	\$104.17
\$5,000	\$416.66	\$208.33
\$7,500	\$625.00	\$312.50
\$10,000	\$833.33	\$416.67
\$15,000	\$1,250.00	\$625.00
\$20,000	\$1,666.66	\$833.33