



### INITIATE PAYROLL DEDUCTION AUTHORIZATION FORM

Please complete this form to initiate a payroll deduction. If you wish to change or terminate your existing payroll deduction(s), please use the Change/Terminate Payroll Authorization Form.

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

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

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

Work Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Monthly Payroll** Total Pledge \$ \_\_\_\_\_

Amount to be deducted each month: \$ \_\_\_\_\_

Starting Date: \_\_\_\_\_ (mm/yy)

Number of Installments:

12 (1 year)	48 (4 years)
24 (2 years)	60 (5 years)
36 (3 years)	

**Bi-weekly Payroll** Total Pledge \$ \_\_\_\_\_

Amount to be deducted each pay period: \$ \_\_\_\_\_

Starting Date: \_\_\_\_\_ (mm/dd/yy)

Number of Installments:

26 (1 year)	104 (4 years)
52 (2 years)	130 (5 years)
78 (3 years)	

**Pledge distribution(s) per pay period:**    **Split evenly:**    **No**    **Yes** *(If yes, check the designations that apply or fill in other designations)*

\$ \_\_\_\_\_ The Wake Forest Fund

\$ \_\_\_\_\_ The Wake Forest Fund - College

\$ \_\_\_\_\_ The Wake Forest Fund - School of Law

\$ \_\_\_\_\_ The Wake Forest Fund - School of Divinity

\$ \_\_\_\_\_ The Wake Forest Fund - Graduate School

\$ \_\_\_\_\_ The Wake Forest Fund - School of Business

\$ \_\_\_\_\_ The Wake Forest Fund - Student Aid

\$ \_\_\_\_\_ The Wake Forest Fund - ZSR Library

\$ \_\_\_\_\_ The Wake Forest Fund - Beautiful Campus

\$ \_\_\_\_\_ The Wake Forest Fund - Student Experience

\$ \_\_\_\_\_ The Wake Forest Fund - Career Readiness

\$ \_\_\_\_\_ Deacon Club

**Other:**

Amount: \$ \_\_\_\_\_ Designation: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Designation: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Designation: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Designation: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Designation: \_\_\_\_\_

Comments: \_\_\_\_\_

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

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