



NORTHWESTERN UNIVERSITY

Payroll Deduction Authorization

Office of Alumni Relations and Development

Instructions:

Please complete and return this form to: **Gift and Record Services
Alumni Relations and Development
1201 Davis Street, Suite 1-400, Evanston Campus**

These forms must reach GRS office by the 10th of each month in order to be included in the current month's payroll.

GRS must receive the original form with signature. Copies, fax or electronic scans of the form cannot be accepted by NU Payroll.

I _____, hereby authorize Northwestern University to deduct from
(Please Print: last name, first name)

my salary \$ _____ a month for _____ months. This deduction is to begin
(total each month) (number)

in _____ and end _____.
(month, year) (month, year)

This gift is to be allocated to: _____

Notes:

Employee Signature (Required)

Date

Employee ID# if known

GRS USE ONLY	ID#	Pledge #
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(GRS Confirmation Signature)(required)

(Date Signed)

Please call 847-491-7520 with questions or email: giftupdate@northwestern.edu