

Scholarship Gala
Friday, October 16, 2015
Omni Nashville Hotel

TSU PAYROLL DEDUCTION FORM

Employee Name _____ Banner ID# T _____
 Department _____
 Address _____
 City _____ State _____ Zip _____
 Phone (_____) _____ Email Address _____

No. of Tickets _____ @ \$150.00 = \$ _____ (Table is 10 seats @ \$1,500)

_____ Unfortunately, I am unable to attend this event, but I am very interested in supporting scholarships for deserving students. Contribution Amount: \$ _____.

Starting Date	Deduction per Ticket
June 2015	\$30 monthly/\$15 semi-monthly
July 2015	\$37.50 monthly/\$18.75 semi-monthly
August 2015	\$50 monthly/\$25 semi-monthly
September 2015	\$75 monthly/\$37.50 semi-monthly
October 2015	\$150 monthly/\$75 semi-monthly

I authorize Payroll to deduct \$ _____ (Total Amount) from my pay at \$ _____ per pay period
 Monthly Semi-Monthly) starting on _____ (Pay Period Date)

- Total Deductions must be paid in full by **October 31, 2015**.
- Forms must be received by the TSU Foundation at least **15 business days** prior to the start of the deduction.
- If form is not received by the deadlines stated above, the total amount will be divided by the remaining number of pay periods to determine the pay period deductions.
- No refunds will be issued if event is not attended. Deductions will be considered a tax-deductible gift.

By signing below, I authorize Tennessee State University to make the above deductions:

Signature _____ Date: _____

Please return the completed form to the TSU Foundation:

LOCATION: Goodwill Manor Room 100

MAIL: 3500 John A. Merritt Blvd.

Campus Box 9542

Nashville, TN 37209-1561

FAX: 615-963-7998

If you have any questions please call (615) 963-5481