

# Tennessee State University Scholarship Gala

Friday, October 14, 2016

Gaylord Opryland

## 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
July 2016	\$37.50 monthly/\$18.75 semi-monthly
August 2016	\$50 monthly/\$25 semi-monthly
September 2016	\$75 monthly/\$37.50 semi-monthly
October 2016	\$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, 2016**.
- 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 charitable gift to the extent allowable by the IRS.

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**