



## *Women of Legend and Merit*

Tuesday, March 22, 2016

### TSU PAYROLL DEDUCTION FORM

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

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No. of Tickets \_\_\_\_\_ @ \$100.00 = \$ \_\_\_\_\_

\_\_\_\_\_ Unfortunately, I am unable to attend this event, but I am very interested in supporting the Women's Center. Contribution Amount: \$ \_\_\_\_\_.

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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 **March 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 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***