Instructions

Please complete each section and return this form to Gift and Record Services, 1201 Davis Street, Suite 1-400, Evanston Campus. These forms must reach our office by the 10th of the month in order to be included in the current month’s payroll. Please call 847-491-7520 with questions or email giftupdate@northwestern.edu

PLEASE NOTE: We cannot process gifts under $5 per pay cycle / month.

I _________________________________, hereby authorize Northwestern University to deduct from my salary $_________ a month / bi-weekly for __________months. (Total per check) (Circle one) (Number of months)

I am paid: bi-weekly / monthly. (Circle one)

This deduction is to begin in ______________ and end ______________. (Month and year) (Month, year or Continuous)

This gift is to be allocated to: ____________________________________________

I hereby authorize the Northwestern University Payroll office to initiate, terminate, or change a payroll deduction, as appropriate, based on my selection above.

I understand that if I am terminating a payroll deduction, the deduction might still be taken during the current payroll cycle due to the time needed to process the termination.

I understand that, if I am changing a payroll deduction, the change might not take effect during the current payroll cycle due to the time needed to process the change.

_____________________________________      _______________      _______________________
Employee Signature                Date                Employee ID#  
(Original signature needed)                   (REQUIRED)

ARD USE ONLY:

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<th>ID#</th>
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<td>GRS Approval</td>
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