

For Office Use Only:
Solicitation Code: _____
CC Rep: _____
Date Submitted: _____

Faculty and Staff Payroll Deduction Form

1. YOUR INFORMATION

Name: _____ Today's Date: _____

Faculty Staff Alumna (Class of _____)

Spelman ID: _____ Department: _____ Division: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Email: _____ Campus Ext: _____

2. MAKE YOUR GIFT NEW GIFT GIFT UPDATE

I would like to make a onetime gift of \$ _____

I would like to make a semi-monthly deduction of \$ _____

I would like to make bi-weekly deductions of \$ _____

I would like to make monthly deduction of \$ _____

Beginning Month: _____ Ending Month: _____

Continuous Deduction

Spelman is in my estate plan.

I would like information on how to include Spelman in my estate plan.

Semi-Monthly Deduction Suggestion	Bi-Weekly Deduction Suggestion	Monthly Deduction Suggestion	Maximum Yearly Gift
\$10.00	\$10.00	\$20.00	\$240.00
\$20.00	\$20.00	\$40.00	\$480.00
\$30.00	\$30.00	\$60.00	\$720.00
\$35.00	\$35.00	\$70.00	\$840.00
\$40.00	\$40.00	\$80.00	\$960.00
\$45.00	\$45.00	\$90.00	\$1,080.00
\$50.00	\$50.00	\$100.00	\$1,200.00
\$70.00	\$70.00	\$140.00	\$1,680.00
\$80.00	\$80.00	\$160.00	\$1,920.00
\$90.00	\$90.00	\$180.00	\$2,160.00

*Gifts of \$1,000-\$9,999 qualify for President's Society
* 5+year consecutive giving qualifies for True Blue Giving Society.

3. CHOOSE YOUR METHOD Recurring credit card donations require \$10 minimum per month

Payroll Deduction (sign below) Personal Check (make payable to Spelman College)

Credit Card (complete the information below)

Special Instructions/Gift Designation:

Name as it appears on the card _____ Credit Card Type: VISA MC AMEX

Credit Card # _____ Expiration Date _____ CVV # _____

4. AUTHORIZATION Allow 2 weeks for initial deduction. Notify the Office of Annual Giving in writing to cancel.

SIGNATURE _____

Thank You!

Please complete the form and return to:
Simone Walls in the Office of Annual Giving, Rockefeller Hall 203H
350 Spelman Lane, SW · Box 1303 · Atlanta, GA 30314-4399
Phone: (866) 512-1690 · Fax: (404) 270-5128 · annualfund@spelman.edu