



1. Please complete this form and send to:
  - a. Alumni Relations & Development in Belfield West, N104
  - b. OR Scan and email to **development@ucls.uchicago.edu**
2. Lab ARD will forward the form to University payroll to begin deductions.

*Questions can be directed to John Damer at 773-702-0578*

### YOUR INFORMATION

Name: \_\_\_\_\_

Employee ID or Chicago ID#: \_\_\_\_\_

Department & Location: \_\_\_\_\_

\_\_\_\_\_

Office Phone: \_\_\_\_\_

Pay Frequency:      ☐ Monthly      ☐ Bi-weekly

### GIFT INFORMATION

Total Gift Amount (*Grand total to be deducted annually*): \$ \_\_\_\_\_

Deduction Amount per Pay Period\*: \$ \_\_\_\_\_

*\*Must be equal amounts each pay period*

Deduction Start Date: \_\_\_\_\_ & End Date: \_\_\_\_\_

Gift Designation (*Annual Fund, Financial Aid, etc.*):

\_\_\_\_\_ Percent of Deduction \_\_\_\_\_ %

\_\_\_\_\_ Percent of Deduction \_\_\_\_\_ %

Signature: \_\_\_\_\_ Date: \_\_\_\_\_