



MCC Payroll Direct Deposit Authorization Form *MCC Foundation – 2017*

Full-time employees may donate to any MCC Foundation Fund for the calendar year 2017 through payroll direct deposit. The pledge period extends from the first pay period in January 2017 until the last pay period in December 2017.

Here are some **examples** of how a pledge would be broken down over 26 pay periods.

January 2017 to December 2017

Total Pledge:	26 Deductions:	
\$1,000.00	\$38.46	(Amount per Day: \$2.75)
\$750.00	\$28.85	(Amount per Day: \$2.06)
\$500.00	\$19.23	(Amount per Day: \$1.37)

**TO CONTINUE YOUR PAYROLL DEDUCTION GIFT FROM ONE YEAR TO THE NEXT,
A NEW FORM MUST BE SUBMITTED ANNUALLY.**

I understand that my bi-weekly pledge will be prorated so that my annual pledge is fulfilled by December 31, 2017.

I wish to contribute a total gift of \$ _____ to the _____ fund through payroll direct deposit.

I hereby authorize my employer, Middlesex Community College (MCC), to deposit the amount listed above to the MCC Foundation bank account. The college is authorized to correct or adjust any deposit taken in error. MCC or I may cancel this authorization anytime with proper notice given to the Payroll Supervisor.

Signature: _____ Date: _____

Printed Name: _____

Please submit via Interoffice Mail to:
Office of College Advancement, Bldg. 10 (Bedford Campus)

If you have any questions contact Amy Lee, Director of Annual Giving and Alumni Relations,
at 781-280-3579 or leea@middlesex.mass.edu