



MCC Payroll Direct Deposit Authorization Form

MCC Foundation 2019

Full-time employees may donate to any MCC Foundation fund for the calendar year 2019 through payroll direct deposit. The pledge period extends from the first pay period in January 2019 until the last pay period in December 2019.

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

January 2019 to December 2019

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, 2019.

I wish to contribute a total gift of \$ _____ to the:
_____ (list fund name) 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 held by Bank of America. 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: _____

All donations are fully tax-deductible as allowed by state and federal law. The Middlesex Community College Foundation, Inc. is a 501(c)3 as recognized by the Internal Revenue Service, Tax ID#04-2973384

Please submit via Interoffice Mail to:

Office of College Advancement, Cowan Building, 5th Floor, Lowell Campus
If you have any questions contact Amy Lee, Director of Annual Giving and Alumni Relations:
leea@middlesex.mass.edu