



MCC Payroll Direct Deposit Authorization Form

MCC Foundation -26 Pay Periods

Full-time employees may donate to any MCC Foundation fund through payroll direct deposit. The pledge period extends for 26 pay periods. You may start your payroll direct deposit on any payroll date.

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

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 or you may complete the recurring gift form.

I understand that my bi-weekly pledge will be prorated so that my annual pledge is fulfilled with 26 pay periods.

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 Barbara Maglio, Director of Annual Giving and Alumni Relations:

magliob@middlesex.mass.edu