



Take a Seat!
Payroll Direct Deposit Authorization Recurring Gift Form

Full-time employees may donate to the *Take a Seat* effort held by the MCC Foundation Fund through a bi-weekly payroll direct deposit.

A pledge of \$750 to the *Take a Seat* effort can be paid over a one-to-three-year period using this form. The direct deposit from payroll will begin with the next payroll date after this signed form has been received by the payroll department.

Employee Bi-Weekly Payroll Direct Deposit Options

Gift Amount \$750	Paid in 3 years	Paid in 2 years	Paid in 1 year
Bi-weekly payroll direct deposit	\$9.62	\$14.42	\$ 28.85

Pledge:

I wish to contribute a total gift of \$750 to the **Take a Seat** effort through payroll direct deposit over _____ (enter 1, 2 or 3) years.

I understand that a set installment amount of \$ _____ will occur bi-weekly by payroll direct deposit, and the amount will continue to be deducted bi-weekly for the pledge years listed above and will end on the date: _____.

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.

Signature: _____ **Date:** _____

Printed Name: _____

Seat Plaque Recognition Text (See examples):

I would like my gift to be recognized as follows: (up to 3 lines, limited characters in a 3” x 6” box)

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 form to:
Office of College Advancement, Cowan Building, 5th Floor or email to:
Barbara Maglio, magliob@middlesex.mass.edu.