



**MCC Foundation**  
**Payroll Direct Deposit Authorization Form**  
**Recurring Gift Form**

Full-time employees may donate to any MCC Foundation Fund through payroll direct deposit. **Employees have the option of setting up a recurring gift to the MCC Foundation.**

A recurring gift is a set amount to be donated to an MCC Foundation fund on a bi-weekly basis, and one that will recur indefinitely (until stopped with notice to the Payroll Supervisor or until the employee ends full-time service with the state of Massachusetts.)

I wish to contribute a total gift of \$ \_\_\_\_\_ to the:

\_\_\_\_\_ (list fund name) as a recurring gift through payroll deposit.

I understand that this set donation amount will occur bi-weekly by payroll direct deposit, and the amount will continue to be deducted bi-weekly for an indefinite timeframe, *unless*:

- I give written notice to the MCC payroll office to stop the deposit,
- I cease full-time employment with the state of Massachusetts, or
- MCC or the MCC Foundation discontinues this payroll option (written notice will be provided to employee under such circumstances).

***Please note: if you transfer to another state agency, and you no longer wish to continue the direct deposit, it is your responsibility to notify the MCC payroll office to stop the 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.

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 form to:

Office of College Advancement, Cowan Building, 5th Floor or email to: Amy Lee, leea@middlesex.mass.edu.