



Women of Legend and Merit

Tuesday, April 7, 2020

TSU PAYROLL DEDUCTION FORM

Employee Name _____ Banner ID# T _____
Department _____
Address _____
City _____ State _____ Zip _____
Phone (_____) _____ Email Address _____

No. of Tickets _____ @ \$100.00 = \$ _____

Unfortunately, I am unable to attend this event, but I am very interested in supporting the Women's Center.
Contribution Amount: \$ _____.

I authorize Payroll to deduct \$ _____ (Total Amount) from my pay at \$ _____ per pay period
(☐ Monthly ☐ Semi-Monthly) starting on _____ (Pay Period Date)

- Total Deductions must be paid in full by **March 31, 2020**.
- Forms must be received by the TSU Foundation at least **15 business days** prior to the start of the deduction.
- If form is not received by the deadlines stated above, the total amount will be divided by the remaining number of pay periods to determine the pay period deductions.
- No refunds will be issued if event is not attended. Deductions will be considered a tax-deductible gift.

By signing below, I authorize Tennessee State University to make the above deductions:

Signature _____ Date: _____

Please return the completed form to the TSU Foundation:

LOCATION: Goodwill Manor Room 100

MAIL: 3500 John A. Merritt Blvd.

Campus Box 9542

Nashville, TN 37209-1561

FAX: 615-963-7998

If you have questions please call (615) 963-5481

