

# make a difference

the **success** of Arizona State University depends on  
extraordinarily committed, capable and generous people like you.

As an employee of ASU/ASUF/ASUEP, you can support ASU through regular gifts that are automatically deducted from your paycheck. Your investment sends a powerful signal that those with the most intimate knowledge of the university have confidence in its mission and impact.

The support you provide can make a genuine difference at ASU, helping the university to both recruit and shape the great minds that will create the solutions to the challenges of our time.

I want to invest in ASU through payroll deductions. Please use the following information to start my staff/faculty payroll deduction.

## ASU Employee

## ASUF/ASUEP Employee

Name:

Address:

Address #2:

City/State/Zip:

Phone:

Email:

ASU ID# :

*The ASU ID# is on your Sun Card. It is the 10-digit number that follows your 9-digit ASU Campus ID #.*

Designation/allocation:

Amount per pay period (min: \$2.50):

Date deduction to begin:

Date Deduction to end:

Deductions will continue until we are notified by you to stop the deductions.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature required for printed copies*

Note: For gifts made through payroll deduction, the ASU Foundation will send one cumulative gift receipt at the end of the year. The deduction will begin on the first payroll that is approximately two weeks from the date on which the foundation receives the authorization for the deduction.

A contribution can only be deposited to an account over which the contributor has no signature authority and under conditions where there are no personal benefits to the contributor arising from the tax-deductible contribution.

When an employee contributes to a scholarship account from which his/her family member may be eligible to benefit from the scholarship, the following conditions need to then exist in order for the contribution to be tax deductible:

- 1) The awarding of the scholarship needs to be based on pre-established criteria.
- 2) The awarding decision needs to be made by a committee independent from the contributing employee.
- 3) The benefits awarded to employee's family member cannot be in direct proportion to the amounts contributed by the employee.

Forward the completed form to the ASUF/ASUEP, Office of Gift Administration and Data Management, Mail Code 5005 or [giftprocessing-q@asu.edu](mailto:giftprocessing-q@asu.edu).

Questions can be directed to [giftprocessing-q@asu.edu](mailto:giftprocessing-q@asu.edu) or call 480-965-6468.

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