



MC 5-32, Pasadena, CA 91125

version 2015.09

Forward to Gift and Records | MC 5-32

Lockbox - Millikan 301

**Submission of incomplete forms will result in delays in processing of the gift.**

### Caltech Payroll Deduction Form

Name

Date

UID

Div./Dept.

Email

Ext.

#### I would like to enroll in the California Institute of Technology Payroll Deduction Plan

**Please choose one of the following options:**

I authorize Caltech to deduct \$ \_\_\_\_\_ per pay period, beginning  
and ending \_\_\_\_\_ .

I would like to give a one time gift of \$ \_\_\_\_\_ . Please deduct this amount from  
my next payroll check.

I would like to give a one time gift of \$ \_\_\_\_\_ . My check payable to "Caltech" is  
attached.

#### **Please indicate how you would like to designate your gift:**

Account/Fund Name

Funding Source/PTA

Amount

*You will receive an acknowledgement for tax purposes.*

SIGNATURE

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### TO BE COMPLETED BY PAYROLL AND RETURNED TO GIFTS AND RECORDS

Prepared By

Prepared Date



MC 5-32, Pasadena, CA 91125

**Caltech Payroll Deduction Form**

**Name:** Your name.

**Date:** Today's date.

**UID:** Your Caltech ID number (found on your ID card).

**Div./Dept.:** Your division/department.

**Ext.:** Your extension.

**Choose the applicable option.**

For option #1, the amount you would like deducted from each paycheck and indicate start and end dates. All deductions will end Dec. 31<sup>st</sup> of the calendar year. If you would like deductions the following year, please submit a new form by Nov. 15<sup>th</sup> to Gifts & Records to prevent a gap in deductions.

For option #2, the amount you would like deducted from your next payroll check.

For option #3, the amount of your gift to Caltech. The attached check should be made payable to "Caltech."

**Account/Fund Name – Funding Source/PTA – Amount:** Indicate the gift designation by writing the account/fund name, FS Number, and amount.

**Signature:** Forms must be signed for payroll processing

**Submission**

Email to Gifts & Records or hard copies to:

- Lockbox in Millikan 301: room across from the elevators.
- Campus mail: MC 5-32