

## Foundation Contribution Payroll Deduction Form

This is a:  NEW AUTHORIZATION  
 AMENDED AUTHORIZATION

I (full name) \_\_\_\_\_, hereby authorize my employer, Grand Rapids Community College (GRCC), to deduct the following amount from my paycheck and ceasing upon receipt of my last paycheck or upon written consent to terminate my contribution to the GRCC Foundation.

**Select ONE option:**

ONGOING PAYROLL DEDUCTION:

Deduct \$ \_\_\_\_\_ (total) from my biweekly paychecks.

ONE-TIME PAYROLL DEDUCTION:

Deduct total amount of \$ \_\_\_\_\_ (total) from one biweekly paycheck on (date) \_\_\_\_\_.

**I would like my contribution to support the following:**

A previously established GRCC Scholarship Fund

GRCC Scholarship Fund Name \_\_\_\_\_

Unrestricted/Discretionary GRCC Foundation Scholarships

I acknowledge that I have freely and voluntarily given my consent for this deduction, which is for my convenience and benefit. I hereby declare that this authorization is given knowingly, voluntarily without intimidation or threat of loss of employment. Further, any revocation by me must be given in writing to my employer.

By signing this agreement, I hereby authorize GRCC to make the appropriate payroll deductions on my bi-weekly paycheck. If you currently give through GRCC payroll and make changes to your deduction amount, this form will replace any previous deduction amount(s) on file.

It is understood that nothing contained in this agreement confers any employment rights to the employee.

Employee Signature: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Return payroll deduction form by mail or email to: **GRCC Foundation**  
143 Bostwick Ave NE  
Grand Rapids, MI 49503  
Email: [foundation@grcc.edu](mailto:foundation@grcc.edu)

Thank you for giving to the GRCC Foundation. Your donations are tax deductible. Tax receipts will be issued at the end of each calendar year. Please call (616) 234-3939 if you have any questions.

143 Bostwick Avenue, NE | Grand Rapids, Michigan 49503-3295 | ph: (616) 234-3939 | fx: (616) 234-3469 | [grcc.edu/foundation](http://grcc.edu/foundation)

It is the mission of the GRCC Foundation to secure and manage financial gifts to support and promote student, employee and community learning, enabling the college to fulfill its mission and vision.

This publication is available in alternative formats upon request. Please contact the GRCC Foundation for more details.