

Instructions for Giving Gifts to UNM through Payroll Deduction

NOTE: The attached form is only for UNM faculty and staff whose payroll is through UNM Payroll.

UNM Hospital, UNM Medical Group, and others should contact their individual payroll departments for information.

Instructions:

1. Print the form on the following page.
2. Complete the form, including your signature at the bottom of the page.
3. Return your completed form to:

The University of New Mexico Foundation
ATTN: Gift Processing
Two Woodward Center
700 Lomas Blvd. NE
Albuquerque, NM 87102

If you have any questions about your payroll deduction, please contact your payroll department or UNM Foundation's Gift Processing Department at 505-313-7600.

PAYROLL DEDUCTION AUTHORIZATION

Please return this form to the UNM Foundation, Inc.

Two Woodward Center

700 Lomas Blvd NE

Albuquerque, NM 87102

Name: _____

Home Address: _____

City, State & Zip: _____

Banner ID: _____

Email _____

Appeal Code: UNM GIVES 2017

I am: Staff Faculty Other

Payroll status: Bi-weekly Monthly Other

If you are already making payroll contributions, the contribution on this form is meant to:

- Be an additional contribution to the current one.
- Change just the amount or designation of the current contribution.
- Completely cancel and override the current contribution.

I hereby authorize the UNM Foundation, Inc. to:

Deduct \$ _____ each pay period until I notify you in writing to discontinue deductions.

OR

Deduct \$ _____ each pay period until my total gift is \$ _____.

OR

Deduct \$ _____ ONE TIME, from my next paycheck.

Please direct my gift (can choose more than one fund, please indicate dollar amount for each):

\$ _____ Presidential Scholarship Program (207005)

\$ _____ President's Fund for Academic Excellence (537790)

\$ _____ UNM General Scholarship Fund (670310)

\$ _____ Unmet Student Financial Need (201738)

\$ _____ School/College of _____

\$ _____ Other (please specify) _____

Signature

Date