

Broome Community College Foundation, Inc.

Faculty and Staff Giving Campaign Payroll Deduction Form

Your Information

First Name:

Last Name:

Department:

Position:

SUNY Broome Email:

Phone Number:

I am (circle one): Full-time Part-time Adjunct Foundation FSA

Payroll Deduction Options:

One-time deduction of: \$

Deduction per pay period: \$

Matching Gifts Information:

My partner works for a matching gifts company: Yes No

If yes, please indicate the company name:

[Not sure? Search our matching gifts database](#)

Please use my gift to support:

Please indicate in the appropriate text box if you would like your gift divided between more than one fund/area and specify the amounts for each. [Click here to view a list of funds you can contribute to.](#)

- Greatest Needs
- General Student Support
- Grants-in-Aid
- Department Fund

- Scholarship(s) Fund

- Special Projects(s) Fund

Other Giving Opportunities:

- I have included the BCC Foundation in my will

I would like more information about:

- Creating an endowment
- Giving gifts of stock
- Including BCC Foundation in my will
- Charitable Gifts Annuity

Comments/Questions

I understand by entering my SUNY Broome B# and submitting this form I am authorizing payroll to deduct the above amount from my payroll check beginning immediately. I understand this deduction will continue until I notify the BCC Foundation at foundation@sunybroome.edu or Payroll at holmespj@sunybroome.edu to cancel.

SUNY Broome B#: _____

Your B# will be used as an electronic signature and agreement to the terms and conditions above.

If you would like to make changes to your form (update information, modify the deduction amount, change designation, etc.) you may do so by filling out another form, your changes will be made and you will receive a confirmation email with summary of your information.

Remember: *Your deduction will continue until you notify the BCC Foundation at foundation@sunybroome.edu or the Payroll Office at holmespj@sunybroome.edu.*

A receipt for the total amount deducted from your paycheck in the calendar year will be sent to you by January 31 at the latest for tax purposes. If you make a contribution outside of your payroll deduction, a receipt will be generated for that gift within 7-10 business days.

Have questions or would like more information? Please refer to the Frequently Asked Questions Guide for the Faculty/Staff Giving Campaign on the webpage.

For more information or questions, please contact:

Lisa Schappert, Director of Development

Phone: (607) 778-5179

Email: schappertl@sunybroome.edu – or – foundation@sunybroome.edu

Darwin R. Wales Center, Second Floor, room 201

Mail Stop: #4