

BROOME COMMUNITY COLLEGE
FOUNDATION, INC.



Building a brighter future through your support!

Frequently Asked Questions about Faculty/Staff Payroll Deduction

How long does the payroll deduction go for?

The payroll deduction will be in effect until you notify the BCC Foundation at foundation@sunybroome.edu and/or the SUNY Broome Payroll Office at holmespj@sunybroome.edu.

As a retiree, I cannot give through payroll deduction. But I would like to give monthly, what are my options?

We now offer a recurring gift option. You can easily set up your recurring gift each month using our [secure online giving site](#). You can decide on the amount and a receipt can be generated monthly or at years end for your tax deduction purposes. Just indicate in the additional information field your receipting preferences.

I made a gift outside of my payroll deduction. When will I receive my receipt?

It is the BCC Foundation's policy that any gift made outside of your regular payroll deduction will be receipted within 7-10 business days. These gifts cannot be combined in your total year giving through payroll deduction.

I filled out the electronic payroll deduction form, but I will not be teaching for a semester. How does this affect my giving?

Since payroll deduction is now on-going (until you tell us to cancel) there is no amount that needs to be met by the end of the year. If you are not working for a semester or period of time there is simply nothing deducted and you are not penalized in any way. Once you start receiving a paycheck, your payroll deductions will take effect.

There is a fund/scholarship/project I would like to designate my payroll deduction to, but I do not see it in the list provided online. What should I do?

Please contact the Foundation Office to confirm that the fund exists. If it does not, we will work with you to find the best fund that meets your expectations and you are comfortable with designating your gift to.

I would like to make changes to my payroll deduction information. How should I go about doing this?

If you need to update any information, make a change to the amount deducted from your paycheck, change the fund or designation of your gift, etc. Please fill out a new online payroll deduction form. A confirmation email will be sent to you with a summary of your information. An email will also be generated to the BCC Foundation and SUNY Broome Payroll Department as we will make the necessary changes.

If you have additional questions or concerns, please feel free to contact those below:

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