



PAYROLL DEDUCTION REQUEST FORM

If you would like to set up payroll deductions to the SCC Foundation for the benefit of Santiago Canyon College, or adjust your current payroll allocation, please fill out this form, then print, sign and return it to the **Foundation Office** in A-213. You can also email your completed form to the Foundation office at **foundation@sccollege.edu**.

I hereby request that the RSCCD Payroll Office commence payroll deductions to the SCC Foundation, allocated as follows:

\$____.00 Hawks Fund (areas at SCC of greatest need)

\$____.00 General Scholarship Fund

\$____.00 \$100 President's Circle Gold Membership (Total of \$1,000)

\$____.00 Other SCC program – please specify _____

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\$____.00 **Total monthly contributions (For most employees, there are 10 payroll deductions payments per year. No charitable payroll deductions are processed during the summer.)**

- ☐ I currently make donations through payroll deductions and this form supersedes all previous payroll deduction designations.
- ☐ I currently make donations through payroll deductions and the above deductions are in addition to payroll deductions I am currently making.
- ☐ I do not currently make contributions through payroll deductions.
- ☐ I wish to stop my payroll deductions.

I understand that the above deduction schedule will remain in force until I revoke it in writing or submit another payroll deduction form.

Name (please print) _____ ☐ Faculty ☐ Staff/Admin

Address _____
Street City State Zip

Employee I.D. # _____ Phone # _____ Date _____

Signature _____

Your generosity will strengthen the ability of the SCC Foundation to support Santiago Canyon College. Contributions are tax deductible to the fullest extent of state and federal law. Tax ID: 33-0794988

