

# UNIVERSITY of HOUSTON

## FACULTY AND STAFF

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Office Phone Extension \_\_\_\_\_ Department Mail Code \_\_\_\_\_

### WAYS TO GIVE

#### PAYROLL DEDUCTION – COMPLETE THIS FORM

Your monthly gift will be deducted from the first payroll of each month. (Minimum deduction is \$5 each month.)

- I am:  monthly  
 bi-weekly  
 faculty, 9 months  
 faculty, 12 months

\$ \_\_\_\_\_ x \_\_\_\_\_ months, for a total gift of \$ \_\_\_\_\_

**OR**

\$ \_\_\_\_\_ / month, for duration of employment

- Start:  next available pay cycle  
 after 1st check of \_\_\_\_\_  
(month)

(If I am an active payroll donor:

- Add to my current gift(s)  
 Start this gift when current gift is complete  
 Cancel the current gift and add this

#### PAYROLL AUTHORIZATION

I voluntarily authorize the above monthly deduction from my after-tax wages for a charitable contribution as indicated above. I also understand that I may revoke this authorization at any time by giving my payroll office written notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### CREDIT CARD

You can also make a secure online gift at [giving.uh.edu/uhgivesback](http://giving.uh.edu/uhgivesback)

Please charge my gift of \$ \_\_\_\_\_

(Do not complete credit card information below if making an online gift.)

-       

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on card \_\_\_\_\_

Billing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### CHECK or MONEY ORDER

Make check or money order payable to "University of Houston"

\$ Amount \_\_\_\_\_

(Send your check/money order and this form to the address below)

#### Payroll Deduction Information:

Amount \$ \_\_\_\_\_

Designation Name: \_\_\_\_\_

- This gift is made jointly with my spouse. Spouse's name \_\_\_\_\_

Your contribution is tax deductible to the extent allowed by law.

**Does your spouse or partner work for a company that will match your charitable contribution? Did you know that more than 10,000 employers, large and small, will match your gift to higher education? You may be able to double or triple the value of your donation!**

**Confirm your eligibility at [www.matchinggifts.com/uh](http://www.matchinggifts.com/uh)**

No matter how you give, please complete this form and return it to the University of Houston, PO Box 867 Houston, TX 77001-0867 or fax it to 743-8917 or Email it to [annualgiving@uh.edu](mailto:annualgiving@uh.edu)

**THANK YOU FOR YOUR GIFT!**

For questions or more information, please contact the Office of Annual Giving, 3-4708, or [annualgiving@uh.edu](mailto:annualgiving@uh.edu)