

**Baylor University**  
Payroll Deduction Gift Authorization

Employee Name: \_\_\_\_\_

BU ID number: \_\_\_\_\_

I hereby authorize the Payroll Office of Baylor University to:

Deduct a total amount of \$ \_\_\_\_\_ at \$ \_\_\_\_\_ per month.

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Designated for: \_\_\_\_\_ (name of fund)

In honor / memory of: \_\_\_\_\_

Please send acknowledgment to:

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

Address: \_\_\_\_\_

I agree not to hold Baylor University responsible for any deduction error and will respond to the Payroll Office immediately should an error occur. I will contact Tanya Pruitt, Gift Processing Specialist, at ext. 8508 (prior to last day worked) to arrange a payment schedule for my balance.

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

**Please Return to Gift Office – One Bear Place #97050**

*For administrative purposes, please select how you are paid*

\_\_\_\_\_ Monthly      \_\_\_\_\_ Biweekly