

## Bryn Mawr College Payroll Deduction Gift Election Form

Please print clearly:

<b>Employee Name:</b>	
<b>Bryn Mawr College ID#:</b>	
<b>Payroll Schedule:</b>	<input type="checkbox"/> Paid Biweekly <input type="checkbox"/> Paid Monthly
<b>Deduction Amount:</b>	\$ _____
<b>Deduction Limit:</b>	\$ _____
<b>Start Deduction:</b>	Check Date: _____
<b>End Deduction:</b>	Check Date: _____

- I authorize Bryn Mawr College to deduct the above amount from my regular paycheck(s).
- I understand that if I do not have sufficient funds to cover the deduction, no deduction will be taken.
- I understand that I may change or stop this deduction at any time by notifying the Payroll Office in writing.

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

**Please return completed form to Resources for processing: The form can be sent to Lisa Camma / [lcamma@brynmawr.edu](mailto:lcamma@brynmawr.edu).**

### For Payroll Use Only

PR Deduction Code: <b>GIFT</b>	Effective Date:	Entered By/Date:
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