

The University of Texas at San Antonio

**PAYROLL DEDUCTION GIFT FORM**

Submit to the Advancement Services Office, JPL 4.02.08. If you have any questions, call ext. 5161.

PLEASE PRINT CLEARLY

\_\_\_\_\_  
Name

\_\_\_\_\_  
UTEID

\_\_\_\_\_  
Department/Office

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Work Email

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Home Email

I am (Check all that apply)  Faculty  Staff  Alumnus/a

PAYROLL DEDUCTION: Amount of gift each month  \$ \_\_\_\_\_ for a total annual deduction of \$ \_\_\_\_\_

Designation: \_\_\_\_\_  
*Please provide account number if known*

I hereby authorize The University of Texas at San Antonio to deduct from my paycheck each month the amount indicated above.

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

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

**NOTE:** Automatic monthly gift deduction will remain in effect until revoked in writing to the Advancement Services Office by the employee.

An annual statement of your gifts will be automatically provided to you for tax purposes in January.

Your contribution is tax deductible to the extent allowed by law. Please consult with your tax advisor for further information.

**For Advancement Services Office Use Only**

Original must be forwarded to Payroll Office with a copy retained for processing purposes.

Date received: \_\_\_\_\_

Date forwarded to UTSA Payroll: \_\_\_\_\_