

# Monthly Payroll Contribution Form

## OSU Food Drive

Step 1. Complete this form to donate through the OSU Payroll Office.

Step 2. Please send this completed original form by February 28, 2020 to the address below. Your donation will be counted towards your department's food drive contributions.

University Events | OSU Food Drive  
A402 Kerr Administration Bldg  
Corvallis, OR 97331

### Authorization for Direct Payroll Contribution

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name

\_\_\_\_\_  
OSU Employee ID Number                      Check one:  12-month Employee    9-month Employee

\_\_\_\_\_  
University Department                      Department Address

I authorize Oregon State University, as my employer, to transfer \$ \_\_\_\_\_ (minimum donation is \$5/month, must use whole dollar amount) from my paycheck each monthly pay period to Linn Benton Food Share. I understand that this transfer will begin with the March 2020 pay period and continue monthly unless I terminate it by written request to the OSU Payroll Office.

\_\_\_\_\_  
Employee Signature                                      Date Signed

(Optional) For the food drive competition, note the name of the unit you would like credited for your donation: \_\_\_\_\_

### Thank you!

All gifts are tax deductible to the full extent allowed by law. The account number of Linn Benton Food Share's bank and your monthly contribution will appear in the Net Pay Distribution box of your Earnings Statement or check pay stub.

