

# 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, 2018 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

Check one:  12-month Employee  9-month Employee

\_\_\_\_\_  
OSU Employee ID Number

\_\_\_\_\_  
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 2018 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.

