

# GADSDEN EDUCATION FOUNDATION

## Payroll Deduction Request Form

The purpose of the Gadsden Education Foundation is to support and enhance the advancement of education through student scholarship, awards for innovative teacher-driven projects, fund student centered initiatives, and recognition of outstanding staff and students. All donations no matter how great or small will be used explicitly toward the Foundation purposes listed above. To this end, your financial contribution to the Foundation is very much appreciated.

You may make a donation to the Gadsden Education Foundation by mailing/delivering your donation or submitting this payroll deduction form to the address below:

Gail Rittman-Jackson, Secretary/Treasury  
Gadsden Education Foundation  
720 S Stewart Street  
Quincy, FL 32351

Employee Name

Employee Identification Number<sup>1</sup>

Employee Work Site

Employee Mailing Address

Employee Email Address

Employee Telephone Contact

Monthly Deduction Amount<sup>2</sup>

<sup>1</sup> This is the 9 digit number that identifies you in the payroll system. It is listed on the Employee Access page under the Personnel Info tab as Employee ID.

<sup>2</sup> If you use the payroll deduction form of donation it will be a monthly donation. Therefore you will want to pay close attention to the amount (e.g. \$5, \$10, or Other).

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**Payroll Deduction.** I hereby agree to pay, and authorize my employer to deduct the above amount from my salary and authorize my employer to pay such amount to the Gadsden Education Foundation in accordance with payroll deduction procedures in effect; provided, however, I may cancel my deduction and this authorization by providing a 30 day written notice to the School Board Finance Office notifying them of such revocation as provided by law.

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**Cancellation of Deduction.** I hereby revoke the above deduction authorization.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

720 S Stewart Street

Quincy, Florida

32351