

**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).**

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**For Payroll Use Only**

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