



**GREAT FALLS COLLEGE**  
MONTANA STATE UNIVERSITY

## Payroll Deduction Form

Payroll deduction is an easy way to give to the Great Falls College food pantry. Your contributions make a big difference to our students.

Your donations may be tax deductible. A summary of your contributions will appear on the last pay stub of each calendar year.

Name:

Employee ID:

Office Phone:

Department:

**To activate recurring payroll deductions, fill out and return this form to the payroll office.**

I understand this is an ongoing donation until I notify payroll to stop

(Initial)

Amount per pay day

\$20

\$5

\$10

\$ Other Amt

Modify existing donation as of

to \$

(date)

Payday to start the deduction

Payday to end the deduction (to include the final contribution)

(Optional)

Thank you for your support of the Great Falls College food pantry. Every gift counts!

I hereby authorize the above indicated payroll deductions.

Signature:

Date:

### Internal Use Only

Received Date:

Processed by:

Payroll effective date:

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