



**GREAT FALLS COLLEGE**  
MONTANA STATE UNIVERSITY

### Payroll Deduction Form

Payroll deduction is an easy way to give to the Great Falls College. Your contributions make a big difference to our campus. 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                      \$10  
    \$5                      Other Amt      \$ \_\_\_\_\_  
Modify existing donation as of      \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Fund allocation                      Food pantry  
    Student scholarships  
    Faculty innovation

\_\_\_\_\_ Payday to start the deduction  
\_\_\_\_\_ Payday to end the deduction (to include the final contribution)  
(Optional)

I hereby authorize the above indicated payroll deductions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To make a one-time donation, indicate the amount below and bring to the business office.**

One-time donation amount:                      \$ \_\_\_\_\_  
Fund allocation                      Food pantry  
    Student scholarships  
    Faculty innovation

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

Internal Use Only		
Received Date: _____	Processed by: _____	Payroll effective date: _____