

EMPLOYEE PAYROLL CONTRIBUTION AUTHORIZATION FORM

PART 1 – EMPLOYEE DATA

| | | |
|---------|---------|-----------------|
| Name | | Employee Number |
| Address | | |
| City | Prov | Postal Code |
| Home Ph | Work Ph | Email |

PART 2 – THE TYPE OF FUND

There are many ways to give to RRU. You can direct your gift to preserving our heritage and campus trails or supporting our students, academics and research, diversity and more. We have selected a few key areas needing your support below. For a complete list of funds and more information, please visit advancement.royalroads.ca.

| | |
|--|--|
| <input type="checkbox"/> Bursaries | Student awards granted based on financial need. |
| <input type="checkbox"/> Scholarships and Awards | Funding for students based on accomplishment and/or merit. |
| <input type="checkbox"/> Sustainability | Research and projects focused on sustainability. |
| <input type="checkbox"/> Specific Fund | |

PART 3 – PAYMENT OPTIONS THROUGH PAYROLL DEDUCTIONS

By my signature below or by my email submission, I authorize:

| | | |
|--|-----------------------|-------------------------------------|
| <input type="checkbox"/> One time contribution of | \$ | |
| <input type="checkbox"/> Bi-weekly payroll deductions in the amount of (min \$5) | \$ | |
| Start Date MM / DD / YY | End Date MM / DD / YY | <input type="checkbox"/> Continuous |

PART 4 – EMPLOYEE AUTHORIZATION

| | |
|--------------------|-------------------|
| Employee Signature | Date MM / DD / YY |
|--------------------|-------------------|

PART 5 – DONOR RECOGNITION

I prefer that my gift remain anonymous

PART 6 – FOUNDATION CONSULT (OFFICE USE ONLY)

| |
|--------------------|
| Fund assigned |
| Foundation contact |
| Date |

PART 7 – PAYROLL (OFFICE USE ONLY)

| | |
|------------------|-------------------|
| Form received by | Date MM / DD / YY |
|------------------|-------------------|

Thank you for investing in education at Royal Roads University. If you would like more information, please visit advancement.royalroads.ca. You can also contact Advancement Manager Yvette Guigueno at Yvette.Guigueno@RoyalRoads.ca or Advancement Officer Andrea Boyes at a.boyes@royalroads.ca.

Staff charitable donations will be included in employee's annual T4 statements. Please note that all personal information is collected and used in accordance with the BC Personal Information Protection Act (PIPA). For more information see www.oipc.bc.ca. Our goal is to be completely transparent and accountable to all our donors.