

Payroll deduction is a quick and easy way to make your gift to Gettysburg College. Small bi-weekly deductions grow into significant gifts! Consider the following formulas:

Annual Contribution	Deduction Per Pay Period	Annual Contribution	Deduction Per Pay Period
\$50.00	\$1.93	\$500.00	\$19.24
\$100.00	\$3.85	\$1,000.00	\$38.47
\$150.00	\$5.77	\$1,500.00	\$57.70
\$200.00	\$7.70	\$2,500.00	\$96.16
\$250.00	\$9.62	\$5,000.00	\$192.31

Note: these deduction amounts are based on the 26 pay periods in fund year 2015: Please see reverse for the formula to determine the amount you could elect to deduct to reach a specific gift total.

- Yes! I would like to support the Gettysburg Fund with a contribution by payroll deduction.**
- Please deduct \$\_\_\_\_\_ per pay period until further notice.
  - Please deduct \$\_\_\_\_\_ per pay period until my pledge of \$\_\_\_\_\_ is paid in full.
  - Please deduct an equal amount each pay period between \_\_\_\_\_ and May 31 so that my pledge of \$\_\_\_\_\_ is paid by May 31.
- Yes! I would like to support another area of interest with a contribution by payroll deduction.**  
(please specify the fund) \_\_\_\_\_
- Please deduct \$\_\_\_\_\_ per pay period until further notice.
  - Please deduct \$\_\_\_\_\_ per pay period until my pledge of \$\_\_\_\_\_ is paid in full.
  - Please deduct an equal amount each pay period between \_\_\_\_\_ and May 31 so that my pledge of \$\_\_\_\_\_ is paid by May 31.
- I have an existing payroll deduction.
- This is in addition to my existing payroll deduction.
  - This replaces my present payroll deduction.

**Beginning with the \_\_\_\_\_ pay date, please deduct a total of \_\_\_\_\_ per pay until my *total* pledge of \_\_\_\_\_ is paid in full. Your pay statement will reflect the total amount withheld per pay with a deduction code of OCD.**

Name: _____	First _____ Middle _____ Last _____	Campus Address _____
Home Address _____		E-Mail Address _____
City _____	State _____ Zip _____	Campus Phone _____
Signature _____		Date _____

Please return to: Campus Box 426, Attention: Linda Sponseller

If you have any questions, please contact Ben Rupp, Director of Annual Giving, x6508, [brupp@gettysburg.edu](mailto:brupp@gettysburg.edu)

**Thank you for supporting Gettysburg College!**

Formula:

1. Determine the total amount of your intended Gettysburg Fund gift.
2. Divide this amount by the number of pay periods remaining in the fund year, using the table below:

Date Form Submitted	Deductions to Start	Number of Pay Periods
Before June 2	June 13	26
June 1 – June 14	June 27	25
June 15 – June 28	July 11	24
June 29 – July 12	July 25	23
July 13 – July 26	August 8	22
July 27 – August 9	August 22	21
August 10 – August 23	September 5	20
August 24 – September 6	September 19	19
September 7 – September 20	October 3	18
September 21 – October 4	October 17	17
October 5 – October 18	October 31	16
October 19 – November 1	November 14	15
November 2 – November 15	November 28	14
November 16 – November 29	December 12	13
December 1 – December 13	December 26	12
December 14 – December 27	January 9	11
December 28 – January 10	January 23	10
January 11 – January 24	February 6	9
January 25 – February 7	February 20	8
February 8 – February 21	March 6	7
February 22 – March 7	March 20	6
March 8 – March 21	April 3	5
March 22 – April 4	April 17	4
April 5 – April 18	May 1	3
April 19 – May 2	May 15	2
May 3 – May 16	May 29	1

**Example 1:** You decide to make a \$1,500 gift on August 12. The earliest pay period that your gift will be deducted is September 5. Therefore, your 2015 gift can be divided by as many as 20 pay periods.  $\$1,500/20 = \$75.00$  per pay period.

To ensure that your payment will be made in full by the last deduction on May 29, please multiply the amount per pay period by the number of deductions.  $\$75.00 \times 20 = \$1,500$

**Example 2:** You decide to make a \$600 gift on November 20. The earliest pay period that your gift will be deducted is December 12. Therefore, your 2015 gift can be divided by as many as 13 pay periods.  $\$600/13 = \$46.153$ .

To ensure that your payment will be made in full by the last deduction on May 29, please multiply the amount per pay period by the number of deductions.  $\$46.15 \times 13 = \$599.95$ , \$.05 lower than the intended gift amount. Therefore, we encourage you to round up your deduction amount to \$46.16.

$\$46.16 \times 13 = \$600.08$