

# EMPLOYEE PAYROLL CONTRIBUTION AUTHORIZATION FORM

Email to [payroll@royalroads.ca](mailto:payroll@royalroads.ca)

## PART 1 – EMPLOYEE INFORMATION

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

## PART 2 – YOUR DONATION

There are many ways to support what happens here at RRU. Our priority projects and areas most in need of your support are noted below but donations to any of our funds are very welcome. For more information please visit [royalroads.ca/giving](http://royalroads.ca/giving)

Area of Greatest Student Need (107)	Support student success with financial awards, research grants and other resources.
A Vision in Bloom (654)	Enhance our gardens, heritage and our impact in the community.
Give to a specific fund	For a list of funds you can contribute to visit <a href="http://royalroads.ca/giving/give-fund-or-award">royalroads.ca/giving/give-fund-or-award</a> .
I would like to support this fund:	

## PART 3 – PAYMENT OPTIONS

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

One time contribution of	\$	
Bi-weekly payroll deductions in the amount of (min \$5)	\$	
Start date	End date	Continuous

## PART 4 – DONOR RECOGNITION

I prefer that my gift remain anonymous

## PART 5 – EMPLOYEE AUTHORIZATION

Employee signature
Date

## PAYROLL (OFFICE USE ONLY)

Fund name and number assigned	
Foundation consultation with	
Form received by	Date

Your donations will be included in your 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 [oipc.bc.ca](http://oipc.bc.ca).

**You do so much for our students every single day. Thank you.**

Questions?

- Want to know more about a fund?
- Set up your very own student award?
- Thinking about making a legacy gift through your will?

Please get in touch with Advancement Manager Amy Hinrichs at 1.866.207.0080 or [advancement@royalroads.ca](mailto:advancement@royalroads.ca)