



Form 3501 FR.11

Gift to Yale – Payroll Deduction Request

Revised 11/2/2017

Submit completed form to Contribution Processing, Office of Development, 157 Church Street, 8th Floor, New Haven, CT 06510.

Section 1 - Employee Information

Last Name:		First Name:		M.I.:	
Department:				Email:	
UPI #:		Social Security #:		Phone #:	
Campus Address:					

Section 2 - Gift Information

Total Amount of Gift:		Deduction Amount Per Pay Period:	
Payroll:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Pension		
Begin deduction with (pay period end date):		Note: Unless otherwise specified, Payroll will end deduction when total gift amount is reached.	
End deduction with (pay period end date):			
Purpose of Gift:			

Section 3 - Signature

Signature:		Date:	
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Section 4 - Contribution Processing Authorization

By:		Phone #:		Date:	
Special Instructions:					

Section 5 - Payroll Use Only

Date Received:		Date Processed:	
Element	Amount	Net	

Form Quick Steps:

1. Employee fills out and signs Sections 1, 2, and 3.
2. Employee forwards completed form to Contribution Processing, Office of Development, 157 Church Street, 8th Floor, New Haven, CT 06510
3. Contribution Processing authorizes in Section 4 and forwards to the Employee Services Center for Payroll processing.
4. Payroll completes section 5 and sets up deduction according to instructions provided on form.

Questions? Contact employee.services@yale.edu