



THE UNIVERSITY
OF TEXAS OF THE
PERMIAN BASIN

4901 E University
Odessa, Texas
79762
T 432 552 2747
F 432 552 3747

Payroll Deduction Request

I want to contribute monthly through the Payroll Deduction Program.

- \$5 mo. (\$60/yr)
 \$10 mo. (\$120/yr)
 \$25 mo. (\$300/yr)
 \$50 mo. (\$600/yr)
 \$100 mo. (\$1200/yr)*
 \$ _____ mo. (\$ _____/yr)

Note: Each recipient account has a \$5.00 per month minimum and requires a separate form.

Name _____ EMPL ID _____

Department _____ Ext _____

Home Address _____

Home Phone _____

Check all that apply: Faculty Staff

Recipient Fund : United Way UTPB

Optional: Specify UTPB Department or United Way Agency:

A CHANGE IN GIFT DEDUCTION AMOUNT OR RECIPIENT FUND/DEPT. REQUIRES COMPLETION OF THIS SECTION.

Is this an addition to, or decrease in, a payroll deduction already in effect? Yes No

Current monthly donation level: \$ _____ I wish to change to (monthly): \$ _____

I wish to keep my donation at the current level but change to a different recipient fund/dept: Yes No

New recipient fund/dept/purpose: _____

There is a minimum of \$5.00 per month, per recipient, to participate in the payroll deduction program which will remain in effect until revoked in writing to the Payroll Office by the employee. To qualify as a tax deductible donation, a gift to The University of Texas of the Permian Basin must not benefit the donor or any other specific individual. I certify that I will not receive any benefit in return for making this gift.

Employee Signature _____ Date _____

Please return to:
The University of Texas of the Permian
Basin
Office of Human Resources
4901 E. University, MB 4224
Odessa, Texas 79762
Phone: 432-552-2747

For Payroll Use Only

Received By _____ Date _____

Comments _____

S/P Code _____

(You may be entitled to know what information The University of Texas of the Permian Basin (UT Permian Basin) collects concerning you. You may review and have UT Permian Basin correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023, and 559.004 of the Texas Government Code.)