

# WIU Civil Service Award Fund

## Intent Form

\_\_\_\_\_  
(Please print name)

\_\_\_\_\_  
(WIU ID #)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Please check the box that represents your choice:

- I am contributing to the Civil Service Award Fund by cash or check in the amount of \$\_\_\_\_\_.
- I am contributing to the Civil Service Award Fund by **Payroll Deduction and Wish to Continue My Current Deduction.**
- I am contributing to the Civil Service Award Fund by **Payroll Deduction and Wish to Change My Deduction.** By completing the Intent Form, I understand that the WIU Foundation Office will send me a new payroll deduction card to make the necessary changes.

(Please see reverse side for more information.)

I wish to **Contribute Via Payroll Deduction.** I understand that by completing this Intent Form the WIU Foundation Office will send me a payroll deduction card to be completed.

I am paid  monthly  bi-weekly  semi-monthly

New contributor: Please deduct \$ \_\_\_\_\_

Current contributor: Change deduction  
Increase/decrease to \$ \_\_\_\_\_

Visa  MasterCard  American Express  Discover

Name as it appears on card \_\_\_\_\_

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# ***WIU Civil Service Award Fund Drive***

## **Information about Payroll Deduction and Cash Contributions**

Please return the Intent Form to the WIU Foundation Office. All information, including WIU ID number, must be completed in order for the WIU Foundation to process your contribution.

### **Cash or Check Contributions**

If you wish to make a cash or check donation, please complete the Intent Form and attach it to your contribution. **Please make your check payable to WIU Foundation.** Upon receiving your donation, the Foundation Office will send you a receipt for the amount of the contribution.

### **Payroll Deduction**

#### *Continuation of Contribution*

If you are a current contributor to the fund via payroll deduction and desire to continue your current contribution amount, please complete the appropriate section on the Intent Form. Payroll deductions will continue until revoked or changed.

#### *Contribution Change*

If you are currently a contributor to the fund via payroll deduction and wish to change the amount of your contribution, you must complete the appropriate section on the Intent Form indicating your total contribution. The WIU Foundation Office will send a “Payroll Deduction Authorization” card to you.

#### *New Contributor*

If you are a new contributor to the fund and elect to make your donation via payroll deduction, you must complete the appropriate section on the Intent Form. The WIU Foundation Office will send a “Payroll Deduction Authorization” card to you.

**The Intent Form Must Be Filled Out for All Contributions.**

*Thank you for your support!*