

# Monthly Payroll Contribution Form

## OSU Food Drive

Step 1. Complete this form to donate through the OSU Payroll Office.

Step 2. Please send this completed form by February 24, 2023 to the address below. Your deduction donation will count toward your department's food drive contributions.

University Events | OSU Food Drive  
A402 Kerr Administration Bldg Corvallis, OR 97331  
or email [shelly.signs@oregonstate.edu](mailto:shelly.signs@oregonstate.edu)

### Authorization for Payroll Deduction

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
OSU Employee ID Number

\_\_\_\_\_  
University Department

\_\_\_\_\_  
Name of unit you want credited for your donation.

I authorize Oregon State University as my employer, to deduct \$ \_\_\_\_\_ (minimum donation is \$5/month, must use whole dollar amounts) from my paycheck each monthly pay period for Linn Benton Food Share. I understand this deduction will begin with the March 2022 pay period and continue monthly until I terminate it by written request to the OSU Payroll Office.

If I am currently contributing to the Food Drive via Direct Deposit, by submitting this document that action will be replaced by a payroll deduction going forward.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

## Thank you!

The Food Drive deductions for Linn Benton Food Share are tax deductible to the full extent allowed by law. The amount deducted will appear on your monthly Earning Statement.

