



Planning ... Today and Tomorrow

Foothill-De Anza Community College District (FHDACCD)

Employee Voluntary Donation/Payroll Deduction Authorization Form

Voluntary dues contributions to the De Anza College Classified Senate may be provided employees through monthly payroll deduction or by cash/personal check. Donations shall be used to augment the operating expenses of the Classified Senate and to support activities not permitted under restrictions of Fund 114 (e.g. Employee of the Month celebrations, refreshments at sponsored events, student support funding, enhancing activities for the Annual FHDA Classified Professional Development Day, professional development activities, donations to campus-based projects, etc.).

I authorize the Foothill-De Anza Community College District to (circle one) deduct / change / cancel:

\_\_\_\$2 \_\_\_\$3 \_\_\_\$4 \_\_\_\$5 \_\_\_\$10 Other: \$ \_\_\_\_\_ per month  
 from my paycheck as a voluntary deduction and transfer such monies  
 for the De Anza College Classified Senate Voluntary Dues account.

My monthly payroll deduction shall begin effective: \_\_\_\_\_(mo.) \_\_\_\_\_(yr.) until further notice.

Signature \_\_\_\_\_

\_\_\_\_\_ Date

Print Name \_\_\_\_\_

\_\_\_\_\_ Employee ID #

**Direct Donation Option**

\_\_\_ Enclosed is my donation to the De Anza College Classified Senate Voluntary Dues account by cash or check (payable to *De Anza College Classified Senate*) in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_ Employee Name (PLEASE PRINT)

\_\_\_\_\_ Date

\_\_\_\_\_ Email Address

\_\_\_\_\_ Division/Department

Return this form to the De Anza Classified Senate Treasurer mailbox in the Campus Mailroom.