



EMPLOYEE GIVING REQUEST / CHANGE FORM

Use this form to make a charitable contribution to Peninsula College Foundation,
or to stop or change your current ongoing contribution.
The Foundation sends acknowledgements of ongoing contributions for the total year
after January 1st (for tax purposes).

Name: _____ SID #: _____

Work Phone: _____ Email: _____

This is a: New Contribution Change to Ongoing Contribution Cancellation of Ongoing Contribution
May we contact you to ask why? Yes No

Option 1: Payroll Deduction* Amount per pay period: \$ _____
I am currently giving, but please increase/decrease my gift to: \$ _____
**Payroll deduction will continue until cancellation is received.*

Option 2: Credit Card** One-time donation: \$ _____
Monthly donation of: \$ _____
***Contact the Foundation office at 360.417.6246
to arrange one-time or monthly card billing.*

Option 3: One-time Gift \$ _____
 My check payable to Peninsula College Foundation is enclosed.
 Bill me at this address: _____

Giving Choices

- "ForPC, Forward" Endowment Campaign Area of Greatest Need
 General Scholarship/Grant Fund
 Program Support

Contact the Foundation Office for information or questions regarding giving opportunities, or if you would like more information about Foundation funds.

- I would like my donation listed as (i.e. The Smith Family, Joe Smith, Jane and Joe Smith): _____
 I would like my donation to remain anonymous.

Signature: _____ Date: _____

*Signed and dated original of this form will replace any prior contribution instructions.
Please submit this form to the Foundation office (C104), put in campus mailbox A13, or email to foundation@pencol.edu.
Contact the Foundation office at (360) 417-6400 or foundation@pencol.edu for assistance.*

FOR OFFICE USE ONLY: Payroll Signature _____ Date _____
Foundation Signature _____ Date _____