



The Friends of Chabot College Chabot College Payroll Deduction Form

Employee Name _____
 Last First MI
 W # _____

STEP #1 – Select your preferred method of payment.

Payroll Deduction (available only to CLPCCD permanent workers)

I hereby request CLPCCD to: continue revise/amend cancel my payroll deduction to The Friends of Chabot College. I authorize CLPCCD to deduct \$_____ monthly from my salary with the understanding that this deduction will continue each month thereafter, until I notify the District to amend or cancel my contribution by submitting a new Employee Contribution Form. I understand that this is a 100% tax-deductible donation that I, as the employee, must deduct as a charitable contribution when I file my taxes and is not considered a pre-tax deduction. The Friends of Chabot College does not provide goods or services for any contribution made by payroll deduction and will provide documentation of your total annual contribution at the end of the calendar year. **Don't forget to sign below.**

Automatic Payment for Community Members (spreads your contribution over the year)

If you know of a community member who wishes to set up a direct payment from their bank account directly to The Friends of Chabot College, check this box . Our office will be in touch with the necessary documents.

STEP #2: Designate a donation recipient

Please note that The Friends of Chabot College Board of Directors has established a policy where an annual 5% fee is charged on any new gifts contributed in a given year.

- Support The Friends of Chabot College _____%
- Other College Program/Organization _____%
- Other College Program/Organization _____%

Total: _____ 100%

STEP #3 – Provide contact information and signature.

Email _____ Campus Extension _____

Signature _____ Date _____

Please return this signed form via campus mail or scan/email to:

The Friends of Chabot College – Room 140

friendsofchabot@chabotcollege.edu

Thank you for your support!

Your gift is tax deductible to the extent allowed by law. *The Friends of Chabot College*
(Federal Tax ID# 45-3708462).