



Middlebury Institute of International Studies at Monterey

REVOCABLE PAYROLL DEDUCTION AGREEMENT (CHARITABLE GIFT)

I, _____ / _____ (Name/MIIS 8-Digit ID#),
have voluntarily decided to make a charitable gift to the Middlebury Institute of International Studies at
Monterey (“Middlebury Institute”), a nonprofit educational entity.

For my personal convenience and not at the request or requirement of my employer, I have further decided to
fund my gift in the form of a deduction from my earnings as an employee of the Middlebury Institute.

I hereby authorize a deduction from each payroll in which I receive earnings as an employee of the Middlebury
Institute the following amount of money per pay period: \$_____, for a total gift of \$_____.

I agree that this money shall immediately upon deduction, be transferred to the Middlebury Institute to be
directed to the Annual Fund or _____ (see miis.edu/giving for a full list).

I affirm and agree that this payroll deduction is made for my own benefit, in that I wish to make this tax-
deductible gift and I further wish to fund this gift by payroll deduction, not by other means.

I understand and agree that upon 15 days’ written notice to the Middlebury Institute HR Office, I may revoke
this payroll deduction agreement, after which time these funds will no longer be deducted from my earnings.

Name of Employee

Signature of Employee and Date of Signature

PLEASE CHECK ONE OF THE BOXES BELOW

- Please renew this commitment automatically until further notice.
- Please send a reminder for change or renewal in May 2018.