

## Instructions for the Higher Education Authorization Form

Contact your Campus Coordinator to receive a form. This form may be used to give a one-time gift or to authorize payroll deduction.

- Please put your classification in the area that asks for your College or Division.
- If you are authorizing payroll deduction, please make sure to look at the “Pay Periods per Year” box under “Payment Options” and mark the correct one.

**If you are paid monthly**, please mark “12 Pay Periods Per Year” and multiply your total monthly gift by 12 to get your total annual gift. **View sample form.** (link to <http://www.austincc.edu/hr/secc/documents/MonthlyForm.pdf>)

**If you are paid biweekly**, you are paid 24 times per year. Please write 24 in the “Pay Periods Per Year” box. Then take the total annual gift you would like to make and divide that number by 24 to get your total monthly gift. **View sample form.** (link to <http://www.austincc.edu/hr/secc/documents/BiweeklyForm.pdf>)

**Faculty and Adjunct Faculty ONLY**: your number of pay periods is based on your contract.

*Payroll deductions start on January 1, 2012. Deductions will be made based upon your total gift amount.*

- Employees do not need to put their Social Security Numbers on the form. Please put your Datatel number or leave it blank.
- **Submit your completed form to you Campus Coordinator or to Kim McCrary in HR at HBC.**

If you have additional questions, please contact your Campus Coordinator or Kim McCrary at 223-7577, email [kmccrary@austincc.edu](mailto:kmccrary@austincc.edu).

**Thank you.**