Payroll deduction authorization form

Please enclose in blue confidential envelope and forward via interdepartmental delivery to:

LEEF
c/o VP, Human Resources
Rm. 820, Lewis Towers
Water Tower Campus

Please print/type and complete the following information:

First Name  Middle Name or Initial

Last Name

Department

Building  Office/Room  Campus

Telephone Number

E-mail:

Thank you for your generous support of LEEF.

“"We make a living by what we get, but we make a life by what we give.””

-Winston Churchill

Should you have any questions or concerns about giving to LEEF, please e-mail us at sc-leep@luc.edu

LOYOLA UNIVERSITY CHICAGO

Loyola Employee Emergency Fund

Help us help each other

Preparation people to lead extraordinary lives
About the LEEF program

Initially established through the Baumhart Fund, the Loyola Employee Emergency Fund is supported by donations from staff and faculty. Upon request, financial assistance may be provided to an employee through this emergency fund designed to help individual University employees (faculty and staff) recover financially from loss due to natural emergencies, accidents, catastrophes, deaths or illnesses which are no fault of the employee.

Help us help each other

LEEF relies on donations from University staff and faculty to ensure that we can continue to provide emergency financial support to our employees (staff and faculty) from loss due to natural emergencies, accidents, catastrophes, deaths or illnesses which are no fault of the employee. Every dollar you donate helps us to keep on helping.

Ways to give

BY STANDING ORDER: For LEEF, being able to rely on regular income allows us to plan ahead for the future. You can help LEEF by making a regular monthly donation by standing order which enables us to plan ahead more effectively as we are able to gauge the amount we are likely to receive from our supporters each month. The amount you select will be automatically deducted each month.

BY POST: please make check payable to Loyola Employee Emergency Fund and send to:

Loyola Employee Emergency Fund
c/o VP-Human Resources
Loyola University Chicago
820 North Michigan Avenue
Lewis Tower, Rm. 820
Chicago, IL 60611

PAYROLL DEDUCTION GIVING: To make a one-time gift or regular monthly gift by standing order via payroll deduction, please complete the LEEF Payroll Deduction Authorization form and forward via interdepartmental delivery to:

LEEFC/o VP, Human Resources
Rm. 820, Lewis Tower,
Water Tower Campus

To discontinue deductions, simply e-mail us at sc-leef@luc.edu. Please allow 30 days for termination of deduction to take effect.

Thank you for your generous support of LEEF.

PAYROLL DEDUCTION GIVING

I would like to give a gift of (please select amount):

___ $5    ___ $10    ___ $15    ___ $20    ___ $25

___ $________________
(please give whatever you can afford)

Giving type via payroll deduction (after taxes)

___ One-time Donation
___ Standing Order: Monthly Recurring Donation

Get involved!

___ Please let me know how else I can be involved in fundraising for LEEF (If this is selected, e-mail is required).

Authorized by:

__________________________________________
Signature Date

Please return this Form via interdepartmental delivery to:

LEEFC/o VP, Human Resources
Rm. 820, Lewis Tower, Water Tower Campus

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