



Office of
Charitable Giving


Diocese of Rockford

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MEMORANDUM

To: All Employees of Parishes, Schools and Diocesan Offices in the Diocese of Rockford

From: Sara Marquetti, Director 
Office of Charitable Giving

Date: April 2016

Subject: Opportunity to use Payroll Deduction to fulfill pledge to 2016 Diocesan Appeal

This memorandum is to provide information on pledge fulfillment for the annual appeal through payroll deductions from the Diocesan Central Payroll System.

If you would like to contribute to the Diocesan Appeal through a payroll deduction, by authorizing a deduction of a certain amount from each paycheck to your annual pledge, simply complete the form on the back of this letter. Please sign the form, and return it to your payroll administrator. This person will return it to the Diocesan Central Payroll Department. (Please note that you must receive your paycheck through the Diocesan Central Payroll system to be eligible for this payroll deduction option.)

Pledges of financial support are credited toward your registered parish's goal or a parish that you designate. Any gifts received that exceed the parish's goal are refunded to the parish.

When received, the payroll department will review the deduction option you choose and make any adjustments that might be necessary based on the frequency of your payroll. Pledges will be redeemed from the time that my staff receives this information from the Payroll Department until the end of April 2017. My staff will send you a letter detailing the information that we received so that you can review it and make any changes if necessary.

The Diocesan Payroll Department will, at all times, maintain the strictest confidentiality regarding employee payroll information and will not share that information with my staff or me.

Payroll Deduction Form found on the back side of this letter.

**Diocese of Rockford
2016 Diocesan Appeal
Payroll Deduction Form**

Name: _____

Address: _____

City, State, Zip _____

Your Parish Name _____ City _____

(Your pledge will be counted toward your parish's goal. However, if you wish a different parish of this diocese to receive the benefit of your pledge, please indicate that on the line below:

Parish other than my own _____ City _____

Option 1: Indicate a total pledge amount.

Total Amount of Pledge: \$ _____ *

** The Payroll Department will look up the frequency of your paycheck and determine the specific amount per paycheck that will be deducted from the time the Office of Charitable Giving records your pledge to the end of April 2017.*

OR

Option 2: Indicate a specific dollar amount you wish to be deducted.

I wish \$ _____ ** to be withdrawn from each paycheck until the end of April 2017.

*** The Payroll Department will determine how many paychecks you will receive from the time the Office of Charitable Giving records your pledge until the end of April 2017. They will inform the Office of Charitable Giving and a pledge will be assigned to you.*

Authorization

I authorize the Diocese of Rockford to deduct an amount necessary to meet my 2016 Diocesan Appeal pledge. I understand that this payroll deduction will stop at the end of April 2017, or I may discontinue this deduction at any time by making my intentions known in writing to the Office of Charitable Giving, Diocese of Rockford, P.O. Box 7044, Rockford, IL 61125.

Signature of Employee

Date

Please keep a copy for your records and return the signed original to your payroll administrator.

For Office Use Only:

Diocesan Number _____ Pledge Amount (for Options #2) _____

Payroll Deduction Start Date: _____ Amount Ded. _____ X _____ pay periods