



Office of  
Charitable Giving

## *Diocese of Rockford*

555 Colman Center Dr.  
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Rockford, IL 61125

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### MEMORANDUM

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

From: Claudia Broman, Director  
Office of Charitable Giving

Date: April 2021

Subject: Opportunity to use Payroll Deduction to fulfill pledge to 2021 Diocesan Appeal

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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 Payroll Department. (Please note that you must receive your paycheck through the Diocesan 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 the Office of Charitable Giving receives this information from the Payroll Department until the end of April 2022. You will receive an acknowledgment letter from our office with the pledge details. Please review it and contact me if there are any necessary changes.

***The Diocesan Payroll Department will, at all times, maintain the strictest confidentiality regarding employee payroll information and will not share that information with anyone in our office.***

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

**Please return your form as soon as possible. We appreciate your support.**

**Diocese of Rockford  
2021 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 2022.*

**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 2022.

*\*\* 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 2022. 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 2021 Diocesan Appeal pledge. I understand that this payroll deduction will stop at the end of April 2022, 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:***

DUID Number \_\_\_\_\_ Pledge Amount (for Option #2) \_\_\_\_\_

Payroll Deduction Start Date: \_\_\_\_\_ Amount Ded. \_\_\_\_\_  \_\_\_\_\_ pay periods