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GIFT INFORMATION

Gift Designation* _____

Amount* 1,000 \$500 \$250 \$100 \$50 \$25 \$10 Other _____

Deduction Type Payroll Deduction Start Date* _____

Completing the Gift Process

- Hourly employees: payroll deduction will take effect on the specified start date, or on the next pay day after the specified start date, whichever is in agreement with the pay period.
- Salaried employees: payroll deduction will take effect on the last business day of each month after the specified start date.

To make changes in your payroll deduction after submitting this form, notify the Division of Institutional Advancement in writing via email advancement@lincoln.edu or by printed letter to Lincoln University, Advancement, 1570 Baltimore Pike, Lincoln University, PA 19352.

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