



**Montgomery County Public Schools
Automatic Payroll Deduction Form**

The Montgomery County Educational Foundation is a public foundation committed to supporting the Montgomery County Public Schools.

The Montgomery County Educational Foundation is a public non-profit foundation committed to supporting the Montgomery County Public Schools. We support our schools by supplementing their funding as well as by providing funds in areas outside the scope of existing funding.

FROM: Employee Name _____
Employee ID _____
Address _____
Phone Number _____
School _____

Option 1 – Payroll Deduction, \$\$ per pay period:

TOTAL GIFT OF \$ _____

Your total gift/pledge will be divided by the number of pay periods remaining in the current school year. The pay period deduction amount will be determined by the date that your pledge form is received by the Payroll Department of MCPS.

Option 2 – On-going Payroll Deduction:

Monthly recurring amount of \$ _____

The above stated amount is an on-going monthly deduction that will continue until the employee notifies payroll to stop payment.

Option 3 – One-Time Payroll Deduction:

Please deduct \$ _____ from my regular paycheck for the next available pay period.

Signature Required: _____

Date: _____

The Montgomery County Educational Foundation (MCEF) is a 501(c)(3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services are provided in exchange for financial donations. Keep a copy of this form with a copy of your year-end pay stub, W2, or other document for payroll deduction. Gifts of \$250 will receive tax documentation by January 31 of the following calendar year.