

Payroll Authorization Form

Please fill out the entire form, sign it, and return it to:
WFIU/WTIU Membership Department
1229 E 7th St, Room 100, Bloomington, IN 47405-5501

Name _____

Employee Department _____

Employee ID Number _____
(This number must be included - see back for details.)

Pay type: 10 month 12 month biweekly

Mailing Address _____

Phone Number _____

E-mail Address _____



WFIU Public Radio (32RTVO021)

PLEASE NOTE: This will replace any deduction that is currently being made to WFIU.

Total deduction for WFIU \$ _____

Amount per pay period \$ _____



WTIU Public Television (32RTVO013)

PLEASE NOTE: This will replace any deduction that is currently being made to WTIU.

Total deduction for WTIU \$ _____

Amount per pay period \$ _____

CHOOSE ONE: Continue deductions indefinitely

OR Deduct for _____ (number) pay periods

I hereby authorize the above deduction(s) be made each pay period, unless revoked by me in writing.

Signature _____

Date _____

If you have any additional questions, please contact the Membership Department.

Phone

(812) 855-6114 or toll-free (800) 662-3311

E-mail

wfiumbr@indiana.edu
tvmember@indiana.edu

Internet

wfiu.org
wtiu.indiana.edu

Fax

(812) 855-0729

Write

WFIU/WTIU Membership
1229 E 7th St, Rm #100
Bloomington, IN 47405-5501

Are you an Indiana University employee?

Have you considered supporting public television or radio through IU payroll deduction?

Learn more inside . . .

Read our Frequently Asked Questions about payroll deduction!



Frequently Asked Questions About IU Payroll Deduction

Q. What is Indiana University payroll deduction?

A. If you are an Indiana University employee, you may specify a contribution to the station which is deducted from your paycheck at the time of issue. This includes employees from all regional campuses. Your pay advice slip indicates the amount of your contribution.

Q. How do I sign up?

A. Fill out the form on this brochure and return it to the Membership office. Be sure to indicate to which station you want to contribute, the total to be deducted, the deduction per pay period, and whether you want a continuing deduction or a deduction that lasts a specific number of pay periods. Also, please remember to sign the form and include your Employee ID Number.

Q. Where do I find my Employee ID Number?

A. Your Employee ID Number can be found on your electronic pay advice in the section under the heading of "General" or you can ask the business office in your department.

Q. How much do I need to contribute, and for how many months?

A. We request a minimum pledge of \$40.00. The IU Foundation requires that deductions be divided over a minimum of four consecutive pay periods.

Q. Will I still get regular membership benefits?

A. Yes, all the benefits at your contribution level are available to you. After receiving your signed authorization form, we will send the thank-you gifts you selected.

Q. What if I want to change my contribution or select benefits?

A. When the end of your membership year approaches, you will be sent a renewal letter with benefit information and options for changing your pledge.

Q. What if I want to make a continuous deduction?

A. Just check Continue Indefinitely on the attached form. The amount you specify will be deducted from each paycheck on an ongoing basis, and you will provide long-term support for the station that serves you every day. Your membership will be automatically renewed each year. At the end of your annual membership cycle you will receive a letter providing the opportunity to make changes in your deduction and select member benefits. If you don't respond, your deduction will continue at the same rate.

Q. What if I only want to contribute for one membership cycle (a year)?

A. Be sure to specify the number of pay periods over which your deduction will take place. It needs to be at least four. When your membership year is drawing to an end, you will receive mail from the station giving you a chance to renew, change your pledge, and select benefits. If you do nothing, your membership will expire and your deduction will stop.

Q. How does payroll deduction benefit me?

A. It makes contributing easier on your budget by stretching payments out over a period of months. You write fewer checks, and have the satisfaction of supporting the station throughout the year. If your deduction is ongoing, you also will receive less renewal mail.

Q. How does payroll deduction benefit the station?

A. Payroll deduction decreases our cost for mailing monthly billings and renewal notices, and reduces the cost of processing contributions. It also gives the station a steady source of monthly income to ensure quality programming.

Q. When will my payroll deduction begin?

A. In order for your deduction to begin on the first of the month, your form needs to be returned by the 12th. If it is returned after the 12th, your deduction will begin a pay period later. For example, to begin your deduction on June 1, return the form by May 12.

Q. What if I am not an Indiana University employee?

A. Contact us if you are interested in alternate methods of ongoing contribution, such as credit or debit card installments, or check installments. Please see the back of this brochure for contact information.