



Payroll Department
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www.ChicoUSD.org

TO: CUSD Payroll Department
SUBJECT: Voluntary Automatic Payroll Deduction

Chico Unified School District (CUSD) in cooperation with the North Valley Community Foundation (NVCF) has teamed up to authorize automatic payroll deduction. The NVCF, operating under Internal Revenue Service Code Section 501c3, allows you to claim a tax deductible donation for your payroll deduction when you file your annual tax forms. This program is voluntary and can be for a one-time or ongoing donation to up to three different accounts that are outlined below.

***** TO START MY PAYROLL DEDUCTION *****

Beginning on the next payroll please deduct the amount(s) indicated from my monthly paycheck. The deduction will continue until I notify the CUSD Payroll Department in writing to cancel my deduction(s):

Chico High School Foundation for the purpose of:

\$_____ Student Scholarships (determination made annually by Chico High Foundation Board)

Pleasant Valley High School Foundation for the purpose of:

\$_____ Student Scholarships (determination made annually by Pleasant Valley High School Foundation Board)

Chico Unified School District Foundation for the purpose of:

\$_____ To support individual student academic success via a K-12 sequence of teaching, learning assessment and support. Funds in this account will be reviewed annually in May and used to support the following year's budget cycle after an expenditure plan is approved by the Board of Trustees at a public Board Meeting.

ALL Donations are voluntary and will be remain anonymous.

***** TO CANCEL MY PAYROLL DEDUCTION *****

Please CANCEL my monthly deduction of \$_____ effective _____
(Date)

***** AUTHORIZATION SECTION *****

Employee Name _____ Employee ID Number _____
(Please Print)

Employee Address _____
(Street) City/State) (Zip Code)

Employee Signature _____ Date Signed _____

Distribution: Original ~ CUSD Payroll Department
Copies ~ NVCF, Sup't. Office, Fiscal Services

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