



## Emergency Fund Payroll Deduction Authorization

Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security or Datatel Number \_\_\_\_\_

Total Gift Amount \$ \_\_\_\_\_

Amount per paycheck \$ \_\_\_\_\_ for \_\_\_\_\_ \*(number of pay periods) = \$ \_\_\_\_\_ (total gift amount)

\*Deduction cannot exceed the number of pay periods per fiscal year. Deductions will start the first pay period in September and end the last pay period in August. You must complete a new form each fiscal year, which begins September 1.

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Signature \_\_\_\_\_

Tax Implication: Contributions to the APTE Emergency Fund are not tax deductible and payments to recipients are reportable income.

Please return this form to: ACC Payroll Department

**Thank you** for contributing to the APTE Emergency Fund. The purpose of the emergency fund is to provide financial assistance to professional-technical employees who face catastrophic situations that affect their ability to perform their jobs or responsibilities. Find additional information at the following web site [www.austincc.edu/proftech.php](http://www.austincc.edu/proftech.php).

**For Payroll Use Only**

APTE Emergency Fund Benefit/Deduction Code # 7300