



**Pine Tree Education Foundation – Anchor Club
Changes to Contribution/Deduction**

Name: _____
Position: _____
Department/Campus: _____
Date of request: _____

Please make the following change to my contribution/payroll deduction to the Pine Tree Education Foundation (Anchor Club).

Please check one:

_____ I would like to **change** the amount of my monthly contribution to the Pine Tree Education Foundation.

Please change my contribution to \$_____.

This specified amount will be deducted each monthly payroll and is a tax deductible charitable contribution and I will need to keep account of my balance paid each year for claiming a deduction on my individual tax return.

OR

_____ I would like to **cancel** the amount of my monthly contribution to the Pine Tree Education Foundation.

(Changes made to contributions / payroll deductions are processed according to the Board of Trustee approved Payroll Schedule published on www.ptisd.org)

Employee Signature

Date

All changes to the contribution amounts for Payroll Deduction to Pine Tree Education Foundation-Anchor Club will remain in effect until the PTISD Business Office receives a written notice of cancellation or change.