2016 SECA CHARITABLE CAMPAIGN
NIU SECA 2016 INSTRUCTION/PAYROLL DEDUCTION FORM

The SECA campaign is an opportunity for all NIU employees to have charitable contributions made directly from their paychecks to organizations of their choice. Each of the charitable organizations is described in the online SECA Booklet at www.secaillinois.org (click on “SECA Booklet”) to help you make your decision. For example, you may be interested in local or global charities that help children, animals, or the environment. You may contribute to as many charities as you wish.

TO CONTRIBUTE BY PAYROLL DEDUCTION
- Complete the personal information section on the SECA Pledge form located at: http://www.hr.niu.edu/hrs/resources/forms_docs/downloads/SECA-Pledge2016.pdf or on the SECA website at www.secaillinois.org (click on “Forms” and select “Pledge Form”). Note: Enter your eight-digit NIU employee identification number (NOT your Social Security Number). The agency and pay code numbers should be left blank; they are for office use only.
- Enter:
  1. Three-digit organization code for each charitable agency (refer to SECA website at www.secaillinois.org and click on “Charity Search”).
  2. Four-digit agency code for each charitable agency (refer to SECA website at www.secaillinois.org and click on “Charity Search”).
  3. Payroll deduction amount per pay period for each agency contribution (enter amount in space following agency code space).
  4. Repeat the process for as many organizations as you wish.
  5. Show total contribution for each organization (items 1 through 4) and total pay period amount you intend to contribute.
- Complete the NIU SECA 2016 Instruction/Payroll Deduction form located on the Human Resource Services webpage under Payroll Forms & Documents at http://www.hr.niu.edu/hrs/resources/forms_docs/payroll.shtml
- Email (mmontgomery@niu.edu), fax (815-753-0430), or mail the signed and dated SECA Pledge form and the NIU SECA 2016 Instruction/Payroll Deduction form to Human Resource Services, ATTN: Mollie Montgomery, SECA Ambassador.
- If you have questions, please contact Human Resource Services at 815-753-0458 or mmontgomery@niu.edu

Payroll Deduction Period: ✔ Check applicable categories below:
- Begin date of deductions:
  - Next available pay period
  - Pay period beginning January 1, 2017
  - Other (please indicate month, day, year): __________________________
- Ending date of deductions:
  - Continuous contributions for payroll deductions will continue until the employee completes the “Start-Stop Payroll Deduction Authorization” form located on the Human Resource Services webpage under Payroll Forms & Documents at http://www.hr.niu.edu/hrs/resources/forms_docs/payroll.shtml
  - Pay period ending December 31, 2017
  - Other (please indicate month, day, year): __________________________

I authorize Northern Illinois University to deduct from my paycheck the SECA charitable contributions for the time period indicated. I understand that to change or cease my continuous deductions, I must complete the “Start-Stop Payroll Deduction Authorization” form (found under Payroll Forms & Documents) at http://www.hr.niu.edu/hrs/resources/forms_docs/payroll.shtml or contact the Payroll department in Human Resource Services.

Name (please print): ________________________________ Date: __________________

Signature: ________________________________

TO CONTRIBUTE BY CHECK
- Complete the personal information section on the SECA Pledge form located at: http://www.hr.niu.edu/hrs/resources/forms_docs/downloads/SECA-Pledge2016.pdf or on the SECA website at www.secaillinois.org (click on “Forms” and select “Pledge Form”). Note: Enter your eight-digit NIU employee identification number (NOT your Social Security Number). The agency and pay code numbers should be left blank; they are for office use only.
- Enter information in the one-time direct gift area:
  1. Three-digit organization code for each charitable agency (refer to SECA website at www.secaillinois.org and click on “Charity Search”).
  2. Four-digit agency code for each charitable agency (refer to SECA website at www.secaillinois.org and click on “Charity Search”).
  3. Repeat the process for as many organizations as you wish.
- Write one check(s) payable to EACH organization, regardless of how your contribution is distributed within the organization.
- Do NOT make your check(s) payable to SECA.
- Send the signed and dated SECA Pledge form along with your check(s) to Human Resource Services, ATTN: Mollie Montgomery, SECA Ambassador.
- If you have questions, please contact Human Resource Services at 815-753-0458 or mmontgomery@niu.edu

Send the completed SECA Pledge form and/or the NIU SECA 2016 Instruction/Payroll Deduction form to:
Human Resource Services, ATTN: Mollie Montgomery, SECA Ambassador.
For a one-time direct gift, please be sure to include your check(s) made out to EACH charitable organization(s).