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 on the SECA website at [www.secaillinois.org](http://www.secaillinois.org) (click on “Charity Search”) to help you make your decision. You may contribute to as many charities as you wish.

**TO CONTRIBUTE VIA PAYROLL DEDUCTION** – Follow the instructions below.

*If you have questions, please contact Human Resource Services at 815-753-0458 or mmontgomery@niu.edu*

1. **Complete the SECA Pledge Form** which may be found on the NIU Human Resources webpage at [http://www.hr.niu.edu/hrs/resources/forms_docs/downloads/SECA-Pledge2017.pdf](http://www.hr.niu.edu/hrs/resources/forms_docs/downloads/SECA-Pledge2017.pdf) or on the SECA website at [www.secaillinois.org](http://www.secaillinois.org) (click on “Forms” and select “SECA Pledge Form”).
   - Fill in your name, email, home address, your NIU employee ID number (NOT your Social Security Number), and university name.
   - Choose the organization(s) to which you wish to contribute and enter the 7-digit code number(s) in the organization code/agency code boxes provided (this number in the SECA Charity Search or SECA Book).
   - In the “amount per pay” section, indicate the amount you wish to contribute to the organization(s) and/or each charity (per pay period). Indicate the total amount per pay for the charities in the last line of each organization’s section, and enter the appropriate totals in Lines 4, 5, and 6.
   - Sign and date the pledge form.
   - Enter the total amount of your SECA contribution in the “Total SECA Gift” box in the lower left corner of the form.

2. **Complete the NIU SECA Payroll Deduction Authorization Information section below:**

   **Payroll Deduction Period**
   - Check applicable categories below:
   - **Begin date of deductions:**
     - _______ Next available pay period
     - _______ Pay period beginning January 1, 2018
     - _______ 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](http://www.hr.niu.edu/hrs/resources/forms_docs/payroll.shtml)
     - _______ Pay period ending December 31, 2018
     - _______ Other (please indicate month, day, year): __________________________

   Sign and date the form in the signature section below.

3. **Send both this form and the SECA Pledge form to Human Resource Services, ATTN: Mollie Montgomery, SECA Ambassador.**

*Signature Required:*

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](http://www.hr.niu.edu/hrs/resources/forms_docs/payroll.shtml) or contact the Payroll department in Human Resource Services.

Name (please print): ____________________________  NIU Employee ID: __________________

Signature: ____________________________  Date: ____________________________

Send completed and signed SECA 2017 Pledge Form and NIU SECA 2017 Payroll Deduction Form to:

Human Resource Services, ATTN: Mollie Montgomery, SECA Ambassador.