



*November 2011*

*Rugby Fans,*

*The success of CWU Rugby depends on your generosity. A great deal of flexibility exists for you to make a one time and recurring donation.*

*Enclosed are details regarding the following payment options:*

- From Your Paycheck*
- From your Bank Account – On Line Payments*
- Vanco Services: Direct Debit (EFT)*
- Using your Credit Card:*
  - Vanco, CWU Foundation, Donate Now Button*

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*From your paycheck*

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Depending on the size of your employer, the Human Resource office or Payroll Department may assist you in establishing either a one time or recurring contribution to CWU Rugby. Ask for a contribution/payroll deduction form. This form authorizes your employer to deduct a specific amount of money from your paycheck on a recurring or one time basis, and specifies instructions on where the employer should send your contribution. Below is a sample form used by Central Washington University employees to initiate a payroll deduction to the CWU Foundation:

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**CONTRIBUTION/PAYROLL DEDUCTION REQUEST**

Please Complete and Return to the **CWU Foundation Office MS 7508**

Name \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Mail Stop \_\_\_\_\_

I am paid as a (check one):     \_\_\_ 9 month employee  
  \_\_\_ 10 month employee

  \_\_\_ 12 month employee  
  \_\_\_ Other \_\_\_\_\_

My contribution should be handled through *continuous* payroll deductions of \$ \_\_\_\_\_ twice a month from each of my paychecks beginning \_\_\_\_\_, and concluding \_\_\_\_\_, **or** until cancelled by written notification to the Foundation, **or** until I have contributed a total of \$ \_\_\_\_\_.

Please direct my contribution to the following:

    Pillars Fund     Central Investment Fund     Students First Fund  
    √ Other Foundation Fund, please specify: **CWU RUGBY PID#011390**

This form authorizes the above payroll deductions. Donations are tax deductible to the extent provided by law. **Please return to CWU Foundation (Barge 402), MS 7508.**

Signature \_\_\_\_\_ Employee ID Number \_\_\_\_\_

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 This option directs your funds in full to CWU Rugby; there are no merchant or transaction fees.

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## *From your bank account – online payments*

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Many banking institutions offer their customers the option to make payments online. You currently might pay your mortgage, utilities, and other bills online. It's possible to add CWU Rugby to your list of monthly payees. If you are familiar with online bill pay, log into your account, look for how to add a payee then add the payee:

Payee name: CWU Foundation  
Address: 400 E. University Way, MS 7508  
Ellensburg, WA 98926  
Phone: 509.963.2764  
Memo: **CWU Rugby PID#011390**

You decide if you want the contribution to be a one time or recurring draw from your bank account, and if you choose the recurring option, you decide what day of the month you would like the draw to occur. Be sure the MEMO line includes **CWU RUGBY PID#011390**

Some banks, too, offer “matching” programs when you make an online payment to a charitable cause (e.g. U.S. Bank). Most banks do not charge a transaction or merchant fee; confirm this with your banking institution.

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## *From your bank account – Vanco*

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Vanco is a company that offers direct debit solutions and transfers of pre-authorized payments or donations electronically from bank accounts to the CWU Foundation and the CWU Rugby account. Direct debit is a secure electronic transfer of an authorized payment from your customer's or donor's checking or savings account into the appropriate CWU account. Direct debit may also be referred to as electronic funds transfer (EFT), Automated Clearing House (ACH) transfer, direct payment, automatic bill payment, automatic debit and electronic payment.

To get set up with Vanco, the CWU Foundation provides you with a form (sample, below) to complete and return to the Foundation along with a voided check or savings deposit slip. Once the CWU Foundation has the completed form and voided check or savings deposit slip, the donation, one time or recurring, is established. Each time a donation is made, you receive a confirmation message that the payment is made.

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**VANCO - ELECTRONIC FUND TRANSFER (EFT) REQUEST**

Please Complete and Return to the **CWU Foundation Office**

Name on Account (please print) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please accept my ongoing contribution from my

- Checking account (attach a voided check)
- Savings account (attach a savings deposit slip)

I/we authorize the CWU Foundation to process debit entries to my/our account. Attached is a voided check or savings deposit slip. This authorization will remain in effect until I/we give reasonable notification in writing to terminate this authorization.

Authorized signature on my account: \_\_\_\_\_

Contribution Information

Date gifts are to begin: \_\_\_\_\_

Total amount pledged through preauthorized payment of \$ \_\_\_\_\_ (\$5/mo. minimum)

Deduct \$ \_\_\_\_\_ per month for \_\_\_\_\_ months.

Deduct \$ \_\_\_\_\_ per month until otherwise notified

Please direct my gift to:

- Other: **CWU RUGBY PID#011390**

Please return form to: CWU Foundation, 400 E. University Way MS 7507, Ellensburg, WA 98926

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This option directs your funds to CWU Rugby less a nominal fee (~.25) per transaction.




- 2) The CWU Foundation staff can process recurring monthly contributions charged to your credit card. A letter prepared by and signed by you gets the process started. The content of the letter includes credit card information as well as the amount and frequency of the contribution. State when you would like the contribution to begin, and if there is date when you wish the contribution to stop.

Contact the CWU Foundation office at 509.963.2764 to get your credit card contribution started.

 The merchant charges a 2% fee to process the CWU Foundation transaction.

- 3) The CWU Rugby team's website (<http://www.cwurugby.com>) contains a "donate now" button. When you press this button, you can immediately donate online to the CWU Rugby team using your credit card. Simply follow the online instructions.

 The average merchant fee for credit card transactions is 5%.