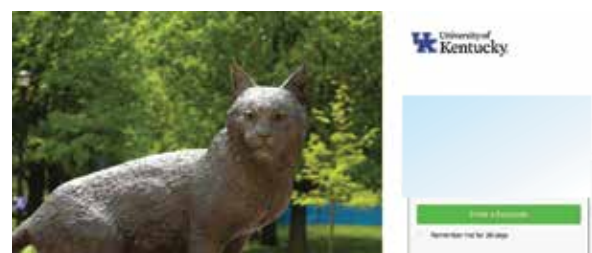


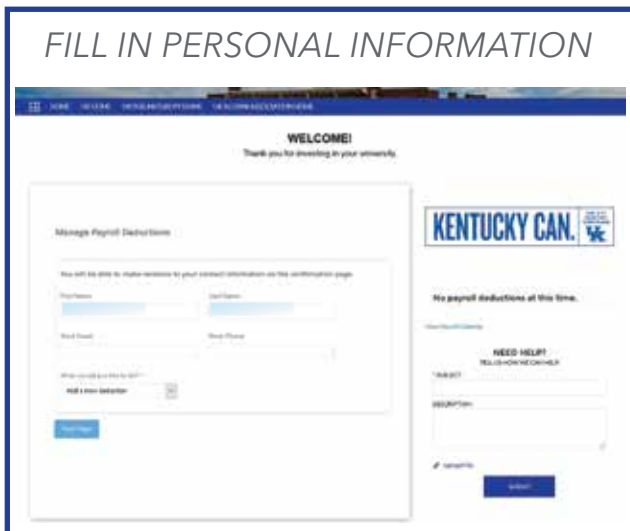
PAYROLL DEDUCTION: IT'S QUICK & EASY

1. Go to <https://www.kentuckycan.uky.edu/facultystaffgiving>
2. Click "MAKE YOUR GIFT"
3. Sign in using your linkblue ID



4. Fill out the form on the new site (*there are three pages in total*)

FILL IN PERSONAL INFORMATION



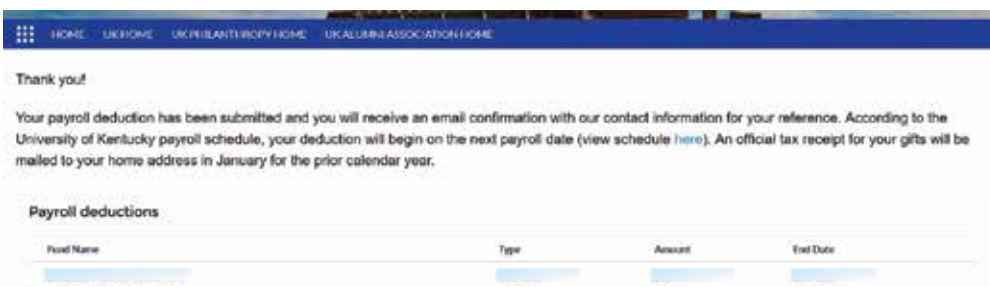
CHOOSE A FUND, FREQUENCY, & AMOUNT



REVIEW & SUBMIT



5. Confirmation page



Thank you!

Your payroll deduction has been submitted and you will receive an email confirmation with our contact information for your reference. According to the University of Kentucky payroll schedule, your deduction will begin on the next payroll date (view schedule [here](#)). An official tax receipt for your gifts will be mailed to your home address in January for the prior calendar year.

| Payroll Deductions | Fund Name | Type | Amount | End Date |
|--------------------|-----------|------|--------|----------|
| | | | | |

PAYROLL DEDUCTION: IMPORTANT NOTES

- You may make either a one-time gift or a recurring gift through the payroll deduction website.
- Your gift to the university will be deducted from your paycheck after taxes are withheld.
- It may take one or more paychecks for the deductions to begin.
- You will receive a year-end tax receipt in late January with a summary of your payroll deduction giving for the entire calendar year. Keep this summary for your tax purposes.
- If you are a bi-weekly employee, your monthly gift amount will be divided in half and deducted from the first two paychecks of each month. In months where there are 3 paychecks, your gift deduction amount will remain the same for your first two paychecks and there will be no gift deduction at all on the third paycheck of the month.
- If you are paid monthly, the full amount your monthly gift will be deducted from each paycheck.