

## Employee Payroll Donation Form

Automated payroll giving through paycheque deductions is an easy and convenient way for employees to contribute to the NIC Foundation. Your bi-weekly commitment, no matter the size, can have a significant impact on hard-working NIC students. These gifts help grow scholarships, bursaries, support programs and projects across all the regions NIC serves.

### Donor Information

Signing up is easy. Your gifts are automatic, convenient and charitable gifts are listed on your T4 each year.

Your Name: ..... Employee ID: .....

Gift amount (per paycheque):  \$2  \$5  \$10  \$20 Other \$ \_\_\_\_\_

### Gift Information

Please tell us how you would like your gift directed.

Select one:

<input type="radio"/> NIC Foundation initiatives / unrestricted	These funds support various NIC projects identified by the NICF Board of directors, in consultation with the Executive Director.
<input type="radio"/> Employee Payroll Giving bursary	These funds help create additional bursaries through the Annual Awards program. They are available to students from any region and in any program.
<input type="radio"/> Specific Award (ex: CUPE (North Island College) Local 3479 Bursary)	Add your gifts to an existing award. To see a complete list of scholarships and bursaries visit <a href="http://foundation.nic.bc.ca/what-can-i-do/find-a-fund">foundation.nic.bc.ca/what-can-i-do/find-a-fund</a> .
<input type="radio"/> Specific program (ex: Bachelor of Science in Nursing)	Add your gift to an existing fund.
<input type="radio"/> Emergency Funds	Emergency Funding supports students across all the regions NIC serves, and helps with "just in time" assistance for some of life's unforeseen events and disruptions to learning.
<input type="radio"/> Other	We work with you to customize your gift.



*"As an international student, I encounter numerous challenges, and this award will greatly improve my situation. Notably, this award carries profound personal significance as it coincides with the expansion of our family through the arrival of a new baby. The timing of this award is truly remarkable. Thank you."*

~ 2023 bursary recipient

[foundation.nic.bc.ca](http://foundation.nic.bc.ca)

I authorize North Island College to deduct the above amount from each bi-weekly paycheque. In the event that I have no pay, (unpaid leave, etc.), no deduction will be taken.

Signature of Donor:  .....

Date: .....

<b>For Foundation Office Use Only:</b>	
Rec'd (date) _____	Donor Perfect ID No. _____
Notes:	

## Benefits of Payroll Giving for Employees

Payroll giving is an opportunity for you, as an NIC employee, to engage in small acts of kindness that contribute to significant impact for North Island College students.

- Easy to participate: Set it and forget it. No cheque to write, no credit card to run. Once you enroll in payroll giving, you're all set. The automatic donations make it easy to participate without the added step of making repeat gifts.
- Greater impact: A commitment to regular gifts through workplace giving allows the Foundation to better plan and allocate those funds to students who need them most.
- Increased engagement: your regular contributions, no matter how small, significantly impact students. Whether it's supporting scholarships, funding programs, or providing emergency assistance, every dollar helps remove financial barriers to education.
- Tax-deductible: Payroll deductions come out of your after-tax earnings, making contributions tax-deductible.

## Other Items

- Need to make changes to your payroll deductions? No problem. Please send an email with your requests to [accountspayable@nic.bc.ca](mailto:accountspayable@nic.bc.ca) and copy [foundation@nic.bc.ca](mailto:foundation@nic.bc.ca).
- Every year, you will receive a copy of the Donor Impact report highlighting how your gifts helped NIC students. Find last year's report at [foundation.nic.bc.ca/about-us/donor-services.ca](http://foundation.nic.bc.ca/about-us/donor-services.ca).
- The NIC Foundation respects your right to privacy and does not share information with outside organizations.
- The Foundation's financial statements are audited annually by an independent audit firm in accordance with the Canadian Accounting Standards for not-for-profit organizations. Learn more by visiting [foundation.nic.bc.ca](http://foundation.nic.bc.ca).

## Contact Us

North Island College Foundation  
2300 Ryan Road, Courtenay, BC V9N 8N6  
[foundation@nic.bc.ca](mailto:foundation@nic.bc.ca)  
250-334-5074

### **Freedom of Information and Protection of Privacy Act**

*The personal information collected on this form is collected under the authority of subsection 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act for the purpose of preparing donation receipts for donors. It may be used and disclosed to others for this purpose, or for a use consistent with this purpose. If you have a question about the collection, use, disclosure or protection of your personal information, please contact North Island College's Director, College Governance and Strategy by phoning (250) 334-5058, emailing [questions@nic.bc.ca](mailto:questions@nic.bc.ca), or writing to 2300 Ryan Rd, Courtenay, BC V9N 8N6 c/o Director, College Governance and Strategy.*