Frequently Asked Questions about Payroll Deduction

HOW CAN I PARTICIPATE?

Participating is easy! Here are your options:

- Make a one-time or monthly gift online using a credit card.
- Make a one-time, semi-monthly or monthly gift through payroll deduction by making an online request.
- Make a gift over the phone by calling 403.220.8261.
- Make a gift by mail by filling out this printable form and mailing it to the Development and Alumni Engagement Office at:

  Gift Processing  
  University of Calgary  
  Development and Alumni Engagement Office  
  Olympic Volunteer Centre, Room 119  
  1833 Crowchild Tr. N.W., Calgary, AB, T2M 4S7

UCalgary has also recently launched the Legacy Society, which honours all donors who choose to make a deferred gift — this can be in the form of a bequest in your will, or through a gift of life insurance or other assets. Learn more about legacy giving if you are interested in making a legacy gift or for more information.

IF I DECIDE TO MAKE A GIFT, CAN I CHOOSE WHERE MY GIFT GOES?

Yes. We work closely with all donors to align their passion and philanthropic goals with the funding opportunities that exist within the campaign. Our objective is to highlight the opportunities for people to invest through the university to transform their passion into meaningful change. Please contact your Campus Giving program liaison for your area, or contact Karin Nybo at kenybo@ucalgary.ca or at 403.220.3738.
WILL I BE RECOGNIZED FOR MY GIFT?
Yes absolutely! We know that among our remarkable group of supporters are faculty and staff members who are helping to fuel our vision. You are very special to us and we are excited to thank and celebrate you for your contributions. However, we also acknowledge that some people prefer their giving to be anonymous. There will be an option for supporters who wish to remain anonymous.

ARE EMPLOYEES’ GIFTS TAX-DEDUCTIBLE?
Yes. While gifts made by payroll deduction are indeed tax-deductible, no individual tax receipts will be issued for payroll deductions. Charitable donations made by payroll deduction will be included in Box 46 on your T4 summary at the end of each tax year. Donations of $25 and above and made by direct payment will receive a tax receipt.

WHO CAN I TALK TO IF I HAVE ANY QUESTIONS?
We are happy to help answer any of your questions about the Campus Giving program. Please contact Karin Nybo at kenybo@ucalgary.ca or call 403.220.3738.