



## University of Hawai'i Foundation Salary Assignment form D-60

Please fill in the following information, some of which is already prefilled for you. Please note this is a tri-section form for the purpose of distribution to the appropriate areas:

1. Department: **University of Hawai'i**
2. Sub-Division or School: **UHM Library (example)**
3. Social Security Number xxx-xx-xxxx
4. Name: Last name, First name, Middle Initial
5. Type: **UH**
6. Agent: **795**
7. Plan: leave blank
8. I.D. No.: leave blank
9. Department: **F**
10. ASSIGNS or CANCEL box: **Click on** the appropriate box
11. **Enter the amount** you plan to give the "first month."  
Please **do not** fill in the "each month thereafter" line **unless** the amount differs from the "first month."
12. **Effective payroll dates:**
  - a. Enter the date you would like your deductions to begin, **AND**
  - b. Enter the ending date only if you want the deductions to stop at that date, **OR**
  - c. Enter a commitment amount only if you want the deductions to stop at the amount.
  - d. DAGS prefers either just an end date or a commitment amount – not both.

**Note:** If there is no end date or commitment amount, the deductions will continue until you send us a cancellation form.

13. **Select the "Print Form"** then Sign and Date the "I certify" box in the lower left-hand corner in each of all 3 sections. (Signatures must be in **DARK BLUE INK**).
14. **In Upper Right Corner** please write in the name and account you wish to support,  
(EXAMPLE: Library Enrichment Fund 120-3101-4)
15. **On a separate page** please include a home and business address for our records, and a business phone should we have any questions regarding this form.
16. **Send all three copies to:** UH Foundation, Bachman Hall 105 for processing (allow a minimum of 10 business days). UHF will forward to the DAGS Payroll office by the first work day of each month to be included as a deduction for that month.
17. **Sign and Date** the "I CERTIFY" box on the bottom left hand corner on all 3 sections.

To make changes or additions to an already existing payroll deduction, please call Lynnette Lum at 956-5110 or e-mail her at [lynnette.lum@uhfoundation.org](mailto:lynnette.lum@uhfoundation.org) to process updates.