



Stewardship
Development Office

Diocese of Rockford

555 Colman Center Drive
P.O. Box 7044
Rockford, Illinois 61125

(815) 399-4300
Fax (815) 399-5657

MEMORANDUM

To: All Employees of Parishes, Schools and Diocesan Offices in the Rockford Diocese

From: David J. Hougan, Director
Office of Stewardship Development

Date: April 2011

Re: Diocesan Stewardship 2011 and payroll deductions

Diocesan Stewardship 2011 will begin in May. It is the annual appeal for the support of diocesan ministries. We hope we can count on your support this year. Last year many diocesan and parish employees, who receive their paychecks through the Diocesan Central Payroll system, contributed to Diocesan Stewardship by authorizing a deduction of a certain amount from each paycheck to meet their annual pledge.

There are many advantages to using the payroll deduction system to make a gift to Diocesan Stewardship, i.e., It's easy. There's no check writing each month, no need for stamps or putting payments into the mail. Your check stub at the end of the year states your annual contribution to Diocesan Stewardship for tax deduction purposes. The diocese saves postage, mailers and processing time.

If you wish to use the payroll deduction system for your Diocesan Stewardship 2011 pledge, please complete the attached Payroll Deduction Form, sign it in the appropriate place and return it to your payroll administrator. That person will return it to the Payroll Department.

Pledges of financial support are credited toward a specific parish's goal. Any gifts received that exceed the parish's goal are refunded to the parish. Gifts of time and talent are welcome also. The diocesan Time and Talent opportunities can be found on-line at our website: www.stewardshiprockford.org in the Diocesan Stewardship section.

When received, the payroll department will review the deduction option you choose and make any adjustments that might be necessary based on the frequency of your payroll. Pledges will be redeemed from the time that my staff receives this information from the Payroll Department until the end of April 2012. My staff will send you a letter detailing the information that we received so that you can review it and make changes if necessary.

NB. The Diocesan Payroll Department will, at all times, maintain the strictest confidentiality regarding employee payroll information and will not share that information with my staff or me.

Payroll Deduction Form found on the back side of this letter



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**Diocese of Rockford
Diocesan Stewardship 2011
Payroll Deduction Form**

Name: _____

Address: _____

City, State, Zip _____

Your Parish Name _____ City _____

(Your pledge will be counted toward your parish's goal. However, if you wish a different parish of this diocese to receive the benefit of your pledge, please indicate that on the line below:

Parish other than my own _____ City _____

Option 1: You indicate a total pledge amount.

Total Amount of Pledge: \$ _____ *

** The Payroll Department will look up the frequency of your paycheck and determine the specific amount per paycheck that will be deducted from the time the Office of Stewardship Development records your pledge to the end of April 2012.*

OR

Option 2: You indicate a specific dollar amount you wish to be deducted.

I wish \$ _____ ** to be withdrawn from each paycheck until the end of April 2012.

*** The Payroll Department will determine how many paychecks you will receive from the time the Office of Stewardship Development records your pledge until the end of April 2012. They will inform the Office of Stewardship Development and a pledge will be assigned to you.*

Authorization

I authorize the Diocese of Rockford to deduct an amount necessary to meet my Diocesan Stewardship 2011 pledge. I understand that this payroll deduction will stop at the end of April 2012, or I may discontinue this deduction at any time by making my intentions known in writing to the Office of Stewardship Development, Diocese of Rockford, P.O. Box 7044, Rockford, IL 61125

Signature of employee

Date

Please keep a copy for your records and return the signed original to your payroll administrator.

For Office Use Only:	
Diocesan Number _____	Pledge Amount (for Options #2) _____
Payroll Deduction Start Date: _____	Amount Ded. _____ X _____ pay periods