



Thank you for your continued support of the State and University Employees Combined Appeal (SECA), our once-a-year workplace giving drive benefiting thousands of local, national and worldwide charities.

As you know, UIS has **continuous payroll deduction**. The contribution you made during last year's campaign will remain in effect for 2021 unless you want to make a change. Please take a moment to review a copy of your contribution form from last year and indicate if you would like to make changes below (you should check to make sure your charity is still a choice in this year's campaign). If you decide not to make changes to last year's contribution, you do not need to fill out the 2020 SECA form - - **but you must return this letter to Erica Michael at emich1@uis.edu or MS PAC 563 by November 18, 2020.**

- I do not want to make any changes to last year's SECA form. I understand that the annual payroll deduction total from last year's form will continue to be deducted from my paycheck in 2021. My donation will remain in effect until I request to cancel or change my contribution.
 - I would like my gift to be anonymous with the understanding that my name will not be reported to the charities I'm supporting. I understand that I will not receive a leadership gift if my contribution is \$250 or more. I will also not be recognized on the SECA website as a leadership giver.

- I want to make changes to last year's SECA form. (A change of any kind will cancel last year's form in its entirety. **A new form must be filled out for the entire donation.**) I've attached the SECA form for this year's campaign detailing my entire payroll deduction gift.

- I do not wish to participate in the 2020 SECA campaign and would like to stop my payroll deduction effective January 2021. My UIN is _____.

Signature: _____

Date: _____