



SAN DIEGO COMMUNITY COLLEGE DISTRICT

City College • Mesa College • Miramar College
College of Continuing Education

Voluntary Payroll Deduction

Did you know that you can support the San Diego Community College District through monthly charitable payroll deductions to San Diego City, Mesa, or Miramar colleges, San Diego College of Continuing Education, or the San Diego Promise?

Setting it up is simple, and it's an easy way to help support student success through charitable giving. It only takes five minutes to make an enormous impact on students' lives.

- Step 1: Log in to your MySDCCD portal at myportal.sdccd.edu.
- Step 2: Select Employee Dashboard.
- Step 3: Under My Pay, select Voluntary Deductions.
- Step 4: Click Add Deduction.
- Step 5: Using the magnifying glass to the right of the Type of Deduction field, select the beneficiary of your gift.
- Step 6: Complete your donation information on this form. Once finished, select Submit.

You can adjust or stop your donation at any time by following these steps and making the desired changes.

Donations are tax-deductible to the fullest extent of the law. Consult with your tax advisor to determine your individual tax benefits.

Thank you for all you do to support student success!

Thank you!