



King County

Employee Giving Program

Paper Pledge Form Information

General

Direct, payroll, and time donations may be tax deductible. Consult with your tax advisor if you have questions about this. Please make a copy of your pledge form for tax purposes. Regardless of how you give, you are making a world of difference in our communities. Please no write-ins, including for direct checks. They will be returned for correction.

During the application process, all participating nonprofits have been vetted against standardized eligibility criteria. If you would like to see a nonprofit in the program please email their contact information to the EGP administrator and they will be notified for the following year's annual giving drive. No nonprofit in the program is allowed to funnel money to another nonprofit as a way to circumvent the eligibility process.

For all fundraising options, including special events, you may include your donation in a pool of money that will be distributed among all nonprofits that receive donations, write 9999 in the code section and list KCEGP.

Rules for payroll deductions

Minimum donation per deduction is \$5.00.

Maximum number of organization designations is six.

Rules for time donations

Time donations cannot be accepted after November 18, 2011. This is a firm deadline. Minimum donation is 4 hours. Maximum donation is 40 hours, unless you have excess vacation time - then there is no maximum.

You can make a donation of time to a single designation (i.e., one nonprofit organization, one federation, or the campaign generally). This is mandated by King County Code.

Time Donations are income and therefore they will be treated like such. It is the NET cash value after all mandatory withholdings that will be considered the donation.

Please note: Time donations are usually taxed at a different rate than your usual paycheck. If you have any questions about this please contact the EGP for further clarification. You will receive a pay stub and a letter of receipt detailing the net cash value of the time donated.

Rules for direct checks

You may give to as many participating nonprofit organizations as you would like by writing checks directly to them. Write the check to the nonprofit organization and write the four digit code in the memo line.

To include your donation in a pool of money that will be distributed among all nonprofits who receive donations, write the check out to the KCEGP and write campaign in the memo line. Checks are a 2011 tax event.

Direct Checks can only be done on a paper form.

PLEASE PRINT

1

EMPLOYEE INFORMATION

Last Name	First	Middle
Department	Division	Program
Mail Stop/ Work Location	Employee ID (Refer to Paystub)	Ambassador

2

MY DONATION: 3 WAYS TO GIVE

1. Check ('11 Tax Event) Direct Donation of \$_____ Attach check(s) to form. Make directly payable to nonprofit(s) & note 4 digit code in memo line of check

2. Payroll Donation ('12 Tax Event) (Choose one option)

- Option A - Twice a month \$_____ X 24 = \$_____ Total Annual Deduction
- Option B - Once a month \$_____ X 12 = \$_____ Total Annual Deduction
- Option C - One-time deduction \$_____

Please distribute my Payroll donation as follows:

Code	Organization/Federation name	Annual Amount	Dedication - (optional)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	\$ _____	<input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	\$ _____	<input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	\$ _____	<input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	\$ _____	<input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	\$ _____	<input type="checkbox"/> <input type="checkbox"/> _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	\$ _____	<input type="checkbox"/> <input type="checkbox"/> _____

TOTAL \$ _____
= Total Annual Deduction above

In Honor of
In Memory of

3. Time Donation ('11 tax event) of compensatory or vacation hours

Please donate the net cash value of

- + _____ Hours of Vacation Time
- + _____ Hours of Compensatory Time
- = _____ TOTAL hours to the following one organization:

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	Dedication - (optional) <input type="checkbox"/> <input type="checkbox"/> _____
---	---

3

DONATION ACKNOWLEDGEMENT

I am a leadership giver at the following level

- I accept my leadership gift
- I decline my leadership gift

Check One	
<input type="checkbox"/> Bronze	1 hour per month
<input type="checkbox"/> Silver	2 hours per month
<input type="checkbox"/> Gold	3 hours per month
<input type="checkbox"/> Platinum	4 hours per month

Hour = \$ Value
of Hourly Rate of Pay
Payroll, Time, Direct Check or any
combination of the three.
See instructions for easy calculation.

PRIVACY OPTIONS (Payroll and Time Donations Only) *

Name and Address

- Please **share** my name and address with the organization(s) I designated above.
- Do not share my name and address; I would like to remain **anonymous**.

4

SIGNATURE

I confirm that all the information I have entered is correct to the best of my knowledge and if I opted for a time donation I hereby authorize King County to deduct the amount shown above from my hours during December 2011 and if I opted for payroll deduction I hereby authorize King County to deduct the amount shown above from my pay during 2012 starting with the first pay period in January. I understand this authorization may be discontinued by me in writing at any time before it expires. The organizations and federations participating in the King County Employee Giving Program do not provide goods or services in whole or partial consideration for any donations received via this form.

Signature _____ date _____

Turn Form in to your worksite Ambassador, send interoffice to MS: CNK-ES-0231, or by mail to KCEGP 401 Fifth Ave, Second Floor, Seattle, WA 98104