

**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** ('16 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** ('17 Tax Event) (Choose one option)

- Option A - Twice a month \$ \_\_\_\_\_ X 24 = \$ \_\_\_\_\_ Total Annual Donation
- Option B - Once a month \$ \_\_\_\_\_ X 12 = \$ \_\_\_\_\_ Total Annual Donation
- Option C - One-time donation \$ \_\_\_\_\_

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"/>
		TOTAL \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
		= Total Annual Donation above	In Honor of	In Memory of

**3. Time Donation** ('16 tax event) of compensatory or vacation hours  
Please donate the net cash value of \_\_\_\_\_ Hours of Vacation Time  
+ \_\_\_\_\_ Hours of Compensatory Time  
= \_\_\_\_\_ TOTAL hours (40 hours total maximum, unless you have use it or lose it leave.)

Please distribute my Time donation as follows:

<input type="checkbox"/>		Hours _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Hours _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Hours _____	<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 2016 and if I opted for payroll deduction I hereby authorize King County to deduct the amount shown above from my pay during 2017 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 or send interoffice to MS: CNK-ES-0231, or by mail to KCEGP 401 Fifth Ave, Second Floor, Seattle, WA 98104

This Section for EGP only ETR:

TY:

RCN:

LG:

NOTES:





King County

## Employee Giving Program

### Paper Pledge Form Information

#### General

Each person's exact tax situation is unique; please consult with your tax advisor if you have questions. Please make a copy of your pledge form for tax purposes and your last pay stub of the year. Regardless of how you give, you are making a world of difference in our communities.

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. Please no write-ins, including for direct checks. They will be returned for correction.

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.

Donations are fully tax deductible as allowed by law. Per King County Code, participating nonprofits are responsible for the costs of the program. In 2015, this was 11% of total dollars raised. Learn more here: [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)

#### Rules for Payroll Donations

- Minimum donation is \$5.00 per pay period indicated.
- May give up to 20 organizations.
- Payroll Donations are a 2017 Tax Event.

#### Rules for Time Donations

- Time donations cannot be accepted after November 18, 2016. This is a firm deadline.
- Minimum donation is 4 hours. Maximum donation is 40 hours, unless you have excess (use-it or lose-it) vacation time - then you may give the excess plus more (usually the original 40).
- You can make a donation of time up to three organizations.
- Time Donations are income and therefore they will be treated as 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.
- Time Donations are processed the 2<sup>nd</sup> week of December, therefore they are a 2016 Tax Event.

#### 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.
- Checks are a 2016 tax event.
- Direct Checks can only be done on a paper form.
- You cannot remain anonymous with a check.
- Checks may not be sent in interoffice mail. Please have them hand delivered or mailed through USPS to the EGP.