

Send completed form to **CNK-ES-0231** (KCEGP 401 5<sup>th</sup> Ave Seattle, WA 98104)

## EMPLOYEE INFORMATION

Last Name	First	Middle	Employee ID (refer to paystub)
Department	Division	Email	
Mailstop/Worksite	Phone Number	Ambassador	

## DONATION OPTIONS

**CHECK** Attach check(s) to form. Make directly payable to nonprofit(s). Write 4-digit KCEGP code in check memo  
**Total Check Donation of \$** \_\_\_\_\_

## PAYROLL

Choose ONE {  Twice a month \$ \_\_\_\_\_ /deduction (24 per year)  
 Once a month \$ \_\_\_\_\_ /deduction (12 per year)  
 One-time donation \$ \_\_\_\_\_ (1 deduction)

**Total Annual Payroll Donation**  
 \$ \_\_\_\_\_

### Payroll Distribution:

KCEGP Code	Organization	Annual Donation/Org	Optional Dedication
<input type="text"/>	_____	\$ _____	<input type="checkbox"/> In Memory of OR <input type="checkbox"/> In Honor of
<input type="text"/>	_____	\$ _____	_____
<input type="text"/>	_____	\$ _____	_____
<input type="text"/>	_____	\$ _____	_____

\*Attach additional forms if designating more than 4 organizations

## TIME DONATION *vacation or compensatory hours*

Please donate the net cash value of:  
 4 hrs. Min; 40 hrs. Max. unless use-it-or-lose it leave; and whole values only

\_\_\_\_\_ Hours of Vacation Time      \_\_\_\_\_ Hours of Comp Time      **TOTAL hours** \_\_\_\_\_

### Time Donation Distribution (3 organizations max):

KCEGP Code	Organization	Hours/Org	Optional Dedication
<input type="text"/>	_____	_____	<input type="checkbox"/> In Memory of OR <input type="checkbox"/> In Honor of
<input type="text"/>	_____	_____	_____
<input type="text"/>	_____	_____	_____

## VOLUNTEERING

I pledge \_\_\_\_\_ hours to volunteering at EGP nonprofit(s) in 2020. Please email me with more information.

## ACKNOWLEDGEMENT

I am a leadership giver at level:  Bronze (1 hr. /month)  
 Silver (2 hrs. /month)  
 Gold (3 hrs. /month)  
 Platinum (4+ hrs. /month)  
 None  
 I decline my leadership gift

*Payroll, time donation, check, credit card, or any combination of the four.*

Hour = \$ value of hourly rate of pay

## PRIVACY *payroll and time donation only\**

**Name and address info**  
 Please **SHARE** my name and address with the organization(s) I designated above.

## 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 2019 and if I opted for payroll deduction I hereby authorize King County to deduct the amount shown above from my pay during 2020 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 \_\_\_\_\_

### THIS SECTION FOR EGP STAFF

ETR:                      TY:                      LG:                      RCN:                      Notes:

## **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 2018, 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 2020 Tax Event.

### **Rules for Time Donations**

- Time donations cannot be accepted after November 22, 2019. 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 2019 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 2019 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 give to your worksite Ambassador, have them hand delivered, or mailed through USPS to the EGP.
- Checks may now be done electronically on our website at [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)