<u>Section One: PAYROLL AUTHORIZATION</u>

To continue your current payroll deduction with no changes:

- You **do not** need to do anything! Your previous instructions will remain in effect until you cancel. Thank You!

Please start with filling in the requested information requested in Section One of the Payroll Giving Card as follows:

- **Employee Name**   Enter employee first and last name

- **Employee Number**   Enter employee number. (All digits are required.)

- **My gift is $:**   Enter donation amount (per pay period)
  (Minimum donation is $2 to each agency per pay period.)

- **Location Code**   Enter employee location code

- **School/Dept. Name**   Enter School or Department Name

- **Phone Number**   Enter Phone Number (daytime)

- **Payroll Deduction**   Enter (donation amount each pay period) *multiplied by*
  ($_____ for the year)   (total number of pay periods per year) = $ for the year

- **Signature & Date**   Enter Employee Signature and date signed. (Payroll Deductions cannot be processed without employee signature.)

To begin a NEW Payroll Deduction contribution or to contribute to additional Fund Distribution Agencies and/or charities:

- Check box in the **"New"** column next to the name of the Fund Distribtuion Agencyu(ies) that you wish to begin contributing.

- In the **"$ Amount"** column, write in the amount of your contribution <u>per pay period</u>..
  (Minimum amount for payroll deduction[s] is $2.00 to each agency per pay period.)

To CHANGE the amount of your existing payroll deduction:

- Check box in the **"Change"** column next to the name of the appropriate FDA(s)

- In the **"$ Amount"** column, write in the <u>new</u> amount of your contribution per pay period.

To CANCEL an existing payroll deduction:

- Check the **"Cancel"** column next to the name of the appropriate FDA(s).

Section Two: DONOR DESIGNATION

Complete this section to designate your payroll deduction to a specific charity of your choice.

1. Please choose an FDA (or single purpose agency) to process your donation.
   *Every donation must be processed through one of the campaign's participating FDAs. The FDAs that can process designated donations are indicated by a " * " at the top the Payroll Giving Card.*

2. Fill in the Total Payroll Deduction Amount:
   (Donation amount per pay period)
       multiplied by (Total number of pay periods per year) = Total Payroll Deduction

3. Enter the complete name, phone number, address to which the gift is being designated. *(If donor does not know complete address information, they should fill in as much information as possible. A maximum of two (2) agencies/charities can be designated.)*

4. Select an FDA to process designated donation. *(The FDA selected to process the designation must be the same as the FDA checked at the top of the Payroll Giving Card. A designation is on-going until superseded by a new designation or until canceled.)*

5. Fill in the amount of your total donation to the specific charity.

   Please make sure the charity you want to designate to is a non-profit, tax-exempt organization. (IRS Classification: 501(c)3)

   If your charity does not meet this requirement, you will be notified in writing. If you do not respond within 60 days after notification, your gift will be treated as an undesignated contribution by the FDA you selected to process it.

   Reminder: Only the FDAs marked with a " * " at the top to the Payroll Giving Card have the ability to process funds to any 501(c)3 designated non-profit.

Section Three: ONE-TIME GIFT

Use this section for One-Time Gifts

- Make a donation by check or cash. (All checks should be made payable to: **LAUSDCCC**)
  Note: One-Time Gifts through payroll deductions are not allowed

  If donor wants to designate their One-Time Gift to a specific charity not listed under any the FDAs/participating agencies, donor should confirm the charity is a non-profit, tax-exempt organization. (IRS Classification: **501(c) 3**)

- Follow same directions given in Section Two Donor Designations, Paragraphs #1 through #5 above.

Section Four: ACKNOWLEDGEMENTS

Use this section to receive an Acknowledgement/Thank You for payroll deductions or one time gifts:

- Complete the Acknowledgement section with employee's last name, first name, e-mail (optional), home street address, city, zip code, daytime telephone number and school/department.

- Unless this section is completed, charities will not be able to acknowledge/thank the donor.

- **Note:** Employee personal information will not be shared under any circumstances.