

PLEDGE FORM COMPLETION INSTRUCTIONS

- Signature of the employee is a **must** if he/she wishes to donate through payroll deduction.
- Each donation to a Non-Profit Organization (NPO) or a member organization must be a **minimum of \$1.00 and in increments of \$1.00 per pay period.**
- Each NPO has its own box.
- Donations to an **NPO** should be entered in the top part of that NPO box.
- To donate to a **Specific Member Organization**, enter the name of that organization and the per pay period donation in the **bottom** part of the box belonging to the NPO with which the Specific Member Organization is associated.

Action Codes:

A - Begin (add) a new deduction where no deduction is currently being made

C - Write "C" in the NPO's box you wish to **change**, AND indicate your new total pledge amount

D - **Delete** a current deduction

NC - No Change- If you make a change to one or more NPO, write "NC" in the Action line for the other NPO boxes that are not being changed.

The **Grand Total** for each NPO's box should equal the sum of the amounts donated to the NPO **and** any Specific Member Organizations represented by that NPO. The **Grand Total** line is the bottom line of each box and has the initials of the particular NPO next to it.

To give by check to any **non-member organization**, a minimum of \$100 is required. The employee needs to attach the check made out to the United Way. In the **bottom middle box** on the pledge form, enter the name and address of the agency to which the gift is pledged. Also, enter the amount of the gift. The United Way will charge a 15% processing fee for all non-member organization checks

For making a payroll contribution to a **non-member organization**, fill out the information as requested, and be sure that it is clear and complete. Fill out section stating, "Total amt/per pay period", and add this amount to your Grand Total.

In the top left portion of the pledge form, indicate the total amount authorized to be deducted each pay period including any current pledge amounts coded **NC**.

All employees, full-time, part-time, extra-help, temporary, or substitute, may enclose a one-time gift and/or participate in payroll deduction.

If no form is submitted and the employee is currently participating in payroll deductions, the amount of the employee's donation for the previous year will be continued in 2022.

Payroll deductions listed on the form will become the deductions for 2022.

If an employee is unsure of his/her 2021 payroll donation deduction(s), he/she should be advised to check his/her pay stub.

Completed pledge forms can be submitted: to your Department Campaign Coordinator, sent via interoffice to Personnel, 701 Ocean Street, Room 510, **Attention:** Monica Carrillo, OR scanned and emailed to CombinedGiving@santacruzcounty.us. If you complete your form through the DocuSign process, you will receive a confirmation email.

If you are submitting a one-time check, please give the check to your Departmental Combined Giving Coordinator.

All pledge forms require employee signature