

Combined Charities Contribution Form

Visit <http://selfservice/> and follow the links: Employee Self Service → Personal → Combined Charities

REQUIRED EMPLOYEE INFORMATION – Please Print Clearly

EMPLOYEE ID	NAME (LAST, FIRST, MI)		
WORK PHONE	WORK EMAIL ADDRESS	DEPARTMENT	
PAYMENT AUTHORIZATION (REQUIRED) <i>I have read and fully understand the Combined Charities pledge form and how charitable payroll deduction works. I understand that my ongoing payroll deductions will continue until I change or terminate my deductions via Employee Self Service, Cancellation Form, or by written request to the Personnel Department. I hereby authorize the City of Seattle to deduct the amount indicated from my pay provided that the amount deducted will be remitted on a regular basis in support of the charities as specified below.</i>			
REQUIRED SIGNATURE	DATE	<input type="radio"/> I wish to share my information with the charity for tax receipting <input type="radio"/> I wish to remain Anonymous (No Tax Receipt)	

► *Not all donations to charities can be claimed as charitable deductions, even if the organization is registered as a nonprofit. Check with the IRS or your tax advisor for further information. The Combined Charities is not a 501(c)3 and cannot provide tax receipts if you chose not to share your information.*

○ I AM CONTRIBUTING VIA PERSONAL CHECK: Complete the “Required Employee Information” section. Write one check per charity and make each check payable to the “Combined Charities Fund” with the Charity Name and ID # (from the Combined Charities catalog) on the check’s memo line. Place checks and completed form in a sealed envelope marked “Combined Charities,” and give it to your department coordinator, or mail via USPS (not interoffice) to: Combined Charities / PO Box 34028 / Seattle, WA 98124.

○ I AM CONTRIBUTING VIA PAYROLL DEDUCTIONS: You can create *ongoing* and/or *one-time only* payroll deductions. Complete the fields below with the Charity ID#, Charity Name and amount to be deducted **per paycheck**. For *ongoing deductions*, check the box below the desired frequency of deduction. **You may select only one frequency for all ongoing deductions.** For *one-time deductions*, specify from which paycheck the deduction will be taken by marking the appropriate box. **You may select only one pay period for all one-time deductions.** Give forms to Department Coordinators or send to the Combined Charities office at mailstop SMT-55-00.

CHARITY ID # (REQUIRED)	NAME OF CHARITY (REQUIRED)	ONGOING PAYROLL DEDUCTION FREQUENCY (Number of Deductions per Month)				ONE-TIME PAYROLL DEDUCTION (Select only One Date For All)			
		Amount Deducted per Paycheck	Select only one frequency for ALL ongoing deductions				One-Time: 01-15-10	OR	One-Time: 02-12-10
	1.	\$	1st Paycheck	2nd Paycheck	Both 1st & 2nd Paychecks	Every Paycheck	\$	OR	\$
	2.	\$					\$	\$	
	3.	\$					\$	\$	
	4.	\$					\$	\$	
Total Amount Deducted Per Paycheck		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	OR	\$

SELECT ONLY ONE (REQUIRED FOR ONGOING PAYROLL DEDUCTIONS):

- I have never donated through Combined Charities payroll deduction before.
- I have existing deductions and I want to ADD the new deductions indicated above to those, beginning January 2010
- I have existing deductions and I want to REPLACE them with the new deductions indicated above, beginning January 2010

VOLUNTEER HOURS

You can pledge to volunteer service hours to the charity of your choice! Complete the “Required Employee Information” section and fill out the box below to authorize the addition to your giving record. Once you have fulfilled your pledged hours, use Employee Self Service to confirm the end date and total volunteer hours completed within the calendar year. Charity does not need to be listed in the catalog.

Charity Name	Pledge Hours	Charity Name	Pledge Hours
1.		3.	
2.		4.	