

PLEDGE FORM

Employee Giving Program Send completed form to employeegiving@kingcounty.gov

		5011	a completed form to	<u>mptoyeegtvarg@kargeounty.gov</u>	
EMPLOYEE INFORMATION Name Employee ID (refer to paystub)					
Department	Division		Email		
Mailstop/Worksite	Phone Number		Ambassador		
PAYROLL - Choose ONE	tach check(s) to form. Make 2024 Tax Event Twice a month Once a month One-time donation	\$/decs	nonprofit(s). Write KCEGP (composite) duction (24 per year) duction (12 per year) duction (1 time) Annual Donation/Org	Total Annual Donation) = \$	
			\$ _ \$ _ \$ _		
*Attach additional forms if designating more than 4 organizations					
Please donate the net 4 hrs. Min; 40 hrs. Max. Hours of Vaca Time Donation KCEGP Code	unless use-it-or-lose it lea tion Time Ho n Distribution (3 orgo Organization	ove; and whole val	ues only ne Hours/Org	Optional Dedication In Memory of OR In Honor of	
'	I confirm that all the information County to deduct the amount stounty the stounty the stounty to deduct the amount stounty the s	n I have entered is corr hown above from my ho hown above from my pa vriting at any time befor	ours during December 2023 and by during 2024 starting with the fre it expires. <i>The organizations a</i>	and if I opted for a time donation I hereby authorize King if I opted for payroll deduction I hereby authorize King first pay period in January. I understand this authorization nd federations participating in the King County Employee ny donations received via this form.	
Signature					
THIS SECTION FOR E	TY: LG:	RC	:N: Notes:		



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. <u>Please make a copy of your pledge form for tax purposes and your last pay stub of the year.</u> 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 fill out this form https://kcgovbusiness.dynamics365portals.us/employee-nonprofit-referral/ and they will be notified for the following year's annual giving drive application cycle. 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 a share of costs of the program. This is typically 10% of total dollars raised. Learn more here: 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 2024 Tax Event.

Rules for Time Donations

- Time donations may be made of vacation time or eligible comp time.
- Time donations cannot be accepted after November 17, 2023. 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 vacation or eligible comp 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 2nd week of December; therefore, they are a 2023 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 KCEGP code in the memo line.
- Checks are a 2023 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