

Employee Giving Program

Send completed form to employeeegiving@kingcounty.gov

EMPLOYEE INFORMATION

Name _____ Employee ID (refer to paystub) _____

Department _____ Division _____ Email _____

Mailstop/Worksite _____ Phone Number _____ Ambassador _____

DONATION OPTIONS – please note **e-check** and credit card may be done on the website www.kingcounty.gov/giving

CHECK – Attach check(s) to form. Make directly payable to nonprofit(s). Write KCEGP Code in memo line. **Check(s) Total \$** _____

PAYROLL – 2025 Tax Event **Total Annual Donation**

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

Payroll Distribution:

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

*Attach additional forms if designating more than 4 organizations

TIME DONATION vacation or compensatory hours - 2024 Tax Event

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="checkbox"/> In Memory of OR <input type="checkbox"/> In Honor of

VOLUNTEERING

I pledge _____ hours to volunteering at EGP nonprofit(s) in 2025. Please email me with more information.

PRIVACY

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 2024 and if I opted for payroll deduction I hereby authorize King County to deduct the amount shown above from my pay during 2025 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:** _____

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. 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 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 2025 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 22, 2024. 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 2024 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 2024 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