

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 – donation will be spread out over remaining pay periods

- Choose ONE {
- Twice a month \$
 - Once a month \$
 - One-time donation \$

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 for more organizations

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. I hereby authorize King County to deduct the amount shown above from my pay during 2025. 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:

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 and your last pay stub of the year for tax purposes. Regardless of how you give, you are making a world of difference in our communities.

During the application process, all participating nonprofits were vetted against standardized eligibility criteria. If you would like to see a nonprofit in the program, please submit a referral at <https://kcgovbusiness.dynamics365portals.us/employee-nonprofit-referral/>. The organization will be notified for the next 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 as the organization.

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 at 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 Direct Checks

- You may give to as many participating nonprofit organizations as you would like by check. Write the check directly to the nonprofit and include the organization's KCEGP code in the memo line.
- Checks are a 2025 tax event.
- Direct paper checks must be accompanied by a paper pledge form.
- You cannot remain anonymous with a personal check.
- Checks may not be sent via interoffice mail. Please give them to your worksite Ambassador, hand-deliver them to EGP staff, or mail them to EGP through USPS.
- Checks may now be done electronically on our website at www.kingcounty.gov/giving.