

Emergency Response: Türkiye-Syria Earthquake Relief

Authorization Period: February 23 – March 15

Forms due by 5:00 p.m. March 15, 2023

Send signed and completed form to **employeeegiving@kingcounty.gov** or interoffice to the Employee Giving Program CNK-HR-0231

EMPLOYEE INFORMATION

Name _____ Employee ID (refer to paystub) _____

Department _____ Division _____ Email _____

Mailstop/Worksite _____ Phone Number _____

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

PAYROLL one-time payroll donation - 2023 Tax Event

Payroll Distribution:

KCEGP Code	Organization	One-time Donation Amount
9343	American Red Cross - Türkiye (Turkey) earthquake response	\$ _____
10108	Empact Northwest	\$ _____
4172	Médecins Sans Frontieres/Doctors Without Borders	\$ _____

TIME DONATION vacation or compensatory hours - 2023 Tax Event

Please donate the net cash value of:
4 hrs. min; 40 hrs. max. Whole values only.

_____ Hours of Vacation Time _____ Hours of Comp Time **_____ TOTAL hours**

Time Donation Distribution:

KCEGP Code	Organization	Hours Per Org
9343	American Red Cross - Türkiye (Turkey) earthquake response	_____
10108	Empact Northwest	_____
4172	Médecins Sans Frontieres/Doctors Without Borders	_____

SIGNATURE

I confirm that all the information I have entered is correct to the best of my knowledge. If I opted for a time donation, I hereby authorize King County to deduct the amount shown above from my hours and convert it into a payroll deduction and if I opted for payroll donation I hereby authorize King County to deduct the amount shown above from my pay. I understand this authorization applies only to the emergency event listed above. *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

Emergency Response Pledge Form Information

General

In compliance with King County Code 3.12.222 and 3.36 the King County Executive has established a period during which benefit eligible King County employees may authorize time and payroll donations to up to three Employee Giving Program nonprofits, chosen by the Executive, in response to the emergency effort listed above.

Each person's exact tax situation is unique; please consult with your tax advisor if you have questions. Please make a copy of this 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.

Donations are fully tax deductible as allowed by law. Per King County Code, participating nonprofits share in the costs of the program. For emergency responses that share is 5% of donations. Learn more here: www.kingcounty.gov/giving

Rules for One-Time Payroll Donations

- Minimum donation is \$5.00.
- Payroll Donations are a 2023 Tax Event.
- Limited to nonprofits listed above.

Rules for Time Donations

- Convert vacation hours and/or accumulated compensatory hours to cash and authorize a payroll deduction.
- Time Donations are a 2023 Tax Event
- Vacation and/or compensatory time hours are limited to the employee's accrued vacation and/or accumulated compensatory time balances at the time the donation is processed.
- The time will be converted to cash at the employee's regular hourly rate of pay at the time they are processed.
- Donations are subject to Department Director approval.
- Donations will be processed in single special payroll run after the close of the authorization period.
- Minimum donation is 4 hours. Maximum donation is 40 hours.
- Limited to the nonprofits listed above.
- Under Federal Law, 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.