

Send completed form to [employeegiving@kingcounty.gov](mailto:employeegiving@kingcounty.gov) or mailstop CNK-HR-0231

## EMPLOYEE INFORMATION

Last Name	First	Middle	Employee ID (refer to paystub)
Department	Division	Email	
Mailstop/Worksite	Phone Number	Ambassador	

## DONATION OPTIONS

Donations by check or credit card may be made online at [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)

### PAYROLL 2023

Choose ONE {

- Twice a month
- Once a month
- One-time donation

**Donation will be broken down by remaining pay periods based on schedule chosen.**

### 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 7 organizations*

### VOLUNTEERING

I pledge \_\_\_\_\_ hours to volunteering at EGP nonprofit(s) in 2023. Please email me with more information.

## ACKNOWLEDGEMENT

I am a leadership giver at level:

- Bronze (1 hr. /month)
- Silver (2 hrs. /month)
- Gold (3 hrs. /month)
- Platinum (4+ hrs. /month)
- None
- I decline my leadership gift

*Payroll, time donation, check, credit card, or any combination of the four.*

Hour = \$ value of hourly rate of pay

## 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 payroll deduction I hereby authorize King County to deduct the amount shown above from my pay during 2023 starting with the first pay period after receipt by the program. 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:

## **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. In 2021, this was 10% of total dollars raised. Learn more here: [www.kingcounty.gov/giving](http://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 2023 Tax Event.