

I N S T R U C T I O N S

1. An employee may designate organizations as the recipients of his/her contribution. If an organization receives less than 10 designations from all State of Georgia employees, the State Charitable Contributions Program will distribute these funds among all eligible organizations in the same proportion as the total designations from all State employees.
2. Please complete this contribution form and return it to your UGA Campaign for Charities Captain in a sealed envelope. Your pledge form will remain sealed until it is processed by the University Budget Office so that whether or not you choose to participate and at what level will remain strictly confidential. Even if you choose not to participate, we would appreciate it if you would return the form to your Captain so that we can monitor the progress of the campaign.

EMPLOYEE NAME

EMPLOYEE ID NUMBER

DEPARTMENT

PAY GROUP

HOME DEPARTMENT

COUNTY OF RESIDENCE (REQUIRED FOR ALL EMPLOYEES)

C O N T R I B U T I O N T O T A L S

Payroll Deduction

\$ _____
PER PAY PERIOD

I authorize The University of Georgia to deduct the amount indicated per pay period beginning January 2020, unless payment is enclosed.

SIGNATURE REQUIRED IN INK FOR PAYROLL DEDUCTION

DATE

(1) Time Contribution (Check or Cash)

\$ _____
TOTAL AMOUNT

Please make checks payable to UGA Campaign for Charities

The minimum payroll deduction contribution is \$1.00 per pay period per organization selected. An employee who is paid biweekly will have deductions from the first two checks of each month. Semester employees will have ten monthly deductions. All other employees will have twelve monthly deductions. Signature is required for payroll deduction.

If you have a disability and need this material in an alternative format, please notify the University Budget Office at 706-542-2802.

If you desire an acknowledgment of your contribution to be sent to the charitable organization designated, attach the Contribution Acknowledgment Request form located at the web address <http://charities.uga.edu>. A letter of acknowledgment will be submitted at the end of the campaign to the charitable organization by the State Charitable Contributions program.

T H E C H O I C E I S Y O U R S

AGENCY NUMBER
FROM BROCHURE

PAYROLL DEDUCTION
PER MONTH

CASH OR CHECK
ENCLOSED

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AN ACKNOWLEDGMENT WILL BE SENT TO ALL EMPLOYEES WHO CONTRIBUTE IN A SEALED ENVELOPE MARKED "CONFIDENTIAL"

FOR ELECTRONIC SUBMISSION GO TO [CHARITIES.UGA.EDU](http://charities.uga.edu)

IF NOT SUBMITTING ELECTRONICALLY PLEASE RETURN THE ORIGINAL FORM. (COPY FOR YOUR USE AS NEEDED)