

EXPIRATION OF PAYROLL DEDUCTION ... If you are paid once monthly, this authorization expires with the pay period ending November 30 of next year. If you are paid twice monthly, this authorization expires with the pay period ending December 15 of next year. If you are paid every other week by an institute of higher education, this authorization expires with the 25th consecutive payroll period after the start of the campaign year.

DISTRIBUTION OF YOUR CONTRIBUTIONS:

• **Undesignated Contributions**

Undesignated contributions will be divided by all participating organizations in your campaign area according to the formula in the SECC directory.

• **Designated Contributions**

You may require a statewide federation or fund or local campaign manager to distribute your contribution to particular charitable organizations by entering their six-digit charity codes. You may designate to charities within three charitable groups, or designate up to nine charities within a single charity group. These distributions will be based on the percentage method, which ensures that all organizations share losses from resignations, retirements, revocations of deductions authorizations or other causes, proportionally. A separate percentage is derived for each charity's proportion of all campaign contributions, and this percentage is used to distribute contributions thereafter. As a result, the total amount pledged through payroll deduction probably won't match the dollar-for-dollar that organizations were designated. If you would like a full description of this method, refer to 34 Tex. Admin. Code Section 5.48(j)-(k).

To designate your contribution to organizations in other regions of Texas, consult your SECC directory for the area's local campaign manager.

IRS STATEMENT ... In compliance with tax law, your contribution is fully deductible unless you receive a gift in conjunction with your donation. For tax deduction purposes, the IRS requires that the fair-market value of any "premium" received be subtracted from your payment amount.

CANCELLATION ... If you find it necessary to cancel your pledge during the year, please notify your payroll office in writing.

SAMPLE DESIGNATIONS ... minimum donation per charitable group is \$2:

Refer to the SECC directory for your selected charities' six-digit charity codes and enter them in the charitable group boxes. **FIRST TWO DIGITS OF ALL CHARITIES WITHIN A GROUP MUST MATCH.**

Enter the "GIFT AMOUNT" for each Charity Code.

0 5 4 0 6 6 Charity Code	\$2.00 Gift Amount	3 3 0 0 0 0 Charity Code	\$2.00 Gift Amount	4 6 0 0 0 0 Charity Code	\$2.00 Gift Amount
0 5 0 5 0 4 Charity Code	\$5.00 Gift Amount	3 3 0 4 2 6 Charity Code	\$6.00 Gift Amount	 Charity Code	\$ Gift Amount
0 5 4 0 0 6 Charity Code	\$3.00 Gift Amount	 Charity Code	\$ Gift Amount	 Charity Code	\$ Gift Amount

CHARITABLE GROUP SUBTOTAL #1 **\$10.00** + CHARITABLE GROUP SUBTOTAL #2 **\$8.00** + CHARITABLE GROUP SUBTOTAL #3 **\$2.00**

PAYMENT OPTIONS ... Please select one:

<input type="checkbox"/> PAYROLL DEDUCTION (complete authorization below)	TOTAL MONTHLY GIFT (total of 3 group subtotals above) \$20.00	x	PAY PERIODS PER YEAR 12	=	TOTAL ANNUAL GIFT (total monthly gift x 12 pay periods) \$240.00
Elect to give either through "PAYROLL DEDUCTION" or "ONE-TIME GIFT" (cash or check); complete information required for your choice.					
<input type="checkbox"/> ONE TIME GIFT (CASH or CHECK) ... attach, make check payable to State Employee Charitable Campaign.	TOTAL ONE-TIME GIFT (total of 3 group subtotals above) \$20.00				

The subtotal of the three charitable groups (above) MUST MATCH the amount in either the "TOTAL MONTHLY GIFT" box or the "TOTAL ONE-TIME GIFT" box.

Thank you for your support of the State Employee Charitable Campaign!