

SECC Authorization Form

Name (Prefix) _____ Last _____ First _____ MI _____

Employee ID Number _____

Work Phone _____

E-mail Address _____

State Agency Name **AND** Number _____

Dept. / Unit # / Facility / Location _____

County _____

SECC Coordinator's Name _____ SECC Coordinator's Phone _____

RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select one of the options below:

NOTE: The names of leadership-level donors will be publicized annually by the SECC, unless the 'DO NOT ACKNOWLEDGE' option is selected below.

- DO NOT ACKNOWLEDGE** my gift, either in writing or with any form of personalized recognition/thanks.
- I request acknowledgement of my gift **via EMAIL** ... (to honor this request, your email address must be furnished — above)
- I request acknowledgement of my gift **via MAIL** ... (to honor this request, your home mailing address must be furnished — below)

Home Mailing Address _____ City _____ Zip _____

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:

DESIGNATED GIFTS: **EACH CHARITY HAS A SIX-DIGIT CODE**; the first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

VERY IMPORTANT: The total of all GROUP SUBTOTAL boxes below (#1 + #2 + #3) must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.

<p style="font-size: small;">first two digits of all charities within this group must match</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> first two digits must match <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="margin: 0 10px;">→</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> \$ <input style="width: 80%; height: 20px;" type="text"/> </div> </div> <p style="font-size: x-small; text-align: center;">Charity Code Gift Amount</p>	<p style="font-size: small;">first two digits of all charities within this group must match</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> first two digits must match <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="margin: 0 10px;">→</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> \$ <input style="width: 80%; height: 20px;" type="text"/> </div> </div> <p style="font-size: x-small; text-align: center;">Charity Code Gift Amount</p>	<p style="font-size: small;">first two digits of all charities within this group must match</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> first two digits must match <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="margin: 0 10px;">→</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> \$ <input style="width: 80%; height: 20px;" type="text"/> </div> </div> <p style="font-size: x-small; text-align: center;">Charity Code Gift Amount</p>
<p>GROUP SUBTOTAL #1 = \$ <input style="width: 80%; height: 20px;" type="text"/></p>	<p>GROUP SUBTOTAL #2 = \$ <input style="width: 80%; height: 20px;" type="text"/></p>	<p>GROUP SUBTOTAL #3 = \$ <input style="width: 80%; height: 20px;" type="text"/></p>

PAYMENT OPTIONS ... please select one:

- PAYROLL DEDUCTION**
(complete authorization below)

TOTAL MONTHLY GIFT <i>(total of 3 Group Subtotals above)</i> \$ _____	X	PAY PERIODS PER YEAR 12	=	TOTAL ANNUAL GIFT <i>(Total Monthly Gift x 12 pay periods)</i> \$ _____
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AUTHORIZATION FOR PAYROLL DEDUCTION — I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving my payroll office written notice per the Comptroller's rules. I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

** (Enter "12-01-current year" unless this form is being completed by a new employee.)

Authorized Signature _____ Today's Date _____ Effective Date ** _____

- 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)

\$ _____