HIGHER EDUCATION VERSION

SECC AUTHORIZATION FORM
(Give online at SECCTEXASGIVING.ORG if your agency permits/participates)

CAMPAIGN AREA

CONTROL NO.

PREFIX

ENTER LOCAL CAMPAIGN AREA NAME OR REGION #

FOR OFFICE USE ONLY — ACCOUNT #

LAST NAME

SUFFIX (Jr., Ph.D., etc.)

FIRST NAME

M.I.

WORK PHONE

Together We Care

WORK EMAIL ADDRESS

UNIVERSITY

secctexas.org

| COLLEGE OR DIVISION | DEPARTMENT | SECC COORDINATOR'S NAME | COORDINATOR'S PHONE # |

PAYMENT OPTIONS … select and complete one giving method:

ONE-TIME GIFT (attach cash, or check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN — enter gift amount at right)

TOTAL ONE-TIME GIFT
(must match 3 group subtotals below, if designating)

$ ___ . ___

PAYROLL DEDUCTION

TOTAL MONTHLY GIFT
(must match 3 group subtotals below, if designating)

$ ___ . ___

PAY PERIODS PER YEAR
(select appropriate)

x ○ 9 ○ 12 =

TOTAL ANNUAL GIFT
(Total Monthly Gift x Pay Periods)

$ ___ . ___

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 *(see back for details)*. 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.

SIGNATURE (authorizing payroll deduction)

DATE

EMPLOYEE ID NUMBER

HOW I WISH TO DESIGNATE MY GIFT … minimum donation per group is $2.00 per pay period:

EACH CHARITY IS ASSIGNED A SIX-DIGIT CODE; the first two digits of each charity code corresponds to its charitable group (federation) code. TO DESIGNATE: Enter a current year six-digit code followed by a gift amount. BY STATUTE: You may designate to charities within (3) charitable groups, or designate up to (6) charities within a single charitable group.
THE TOTAL OF ALL DESIGNATED GIFT AMOUNTS *(SUBTOTALS 1 + 2 + 3)* must match either **TOTAL ONE-TIME GIFT** or **TOTAL MONTHLY GIFT** *(in PAYMENT OPTIONS section)*.

first two digits of all codes within this group must match

first two digits of all codes within this group must match

first two digits of all codes within this group must match

CHARITY or FEDERATION CODE — $ ___ . ___ CHARITABLE GIFT AMOUNT

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CHARITY or FEDERATION CODE — $ ___ . ___ CHARITABLE GIFT AMOUNT

CHARITABLE GROUP (SUBTOTAL 1) $ ___ . ___

CHARITABLE GROUP (SUBTOTAL 2) $ ___ . ___

CHARITABLE GROUP (SUBTOTAL 3) $ ___ . ___

RECOGNITION & ACKNOWLEDGEMENT

○ SELECT IF YOU WISH TO RECEIVE ACKNOWLEDGEMENT FROM YOUR CHARITY(TIES) & PUBLIC RECOGNITION FOR YOUR GIFT. **OPTION NOT SELECTED = YOUR NAME & DONATION WILL BE CONFIDENTIAL**.

MAILING ADDRESS

CITY

STATE

ZIP

PERSONAL EMAIL ADDRESS

TERM AND EXPIRATION OF PAYROLL DEDUCTION … This authorization is effective December 1 of the current year year (or, for employees hired mid-year, immediately upon receipt by your payroll office). 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 institution of higher education, this authorization expires with the 25th consecutive payroll period after the start of the campaign year.

DESIGNATING YOUR CONTRIBUTION *(optional)* … You may designate your contribution to a particular charity, charitable group (federation), multiple charities or federations, by entering the assigned <u>current year</u> six-digit charity code(s) in the "How I Wish to Designate My Gift" section. **BY STATUTE: You may designate to charities within (3) charitable groups or designate to as many as (6) charities within a single charitable group.** Minimum donation per group is $2.00 per pay period.
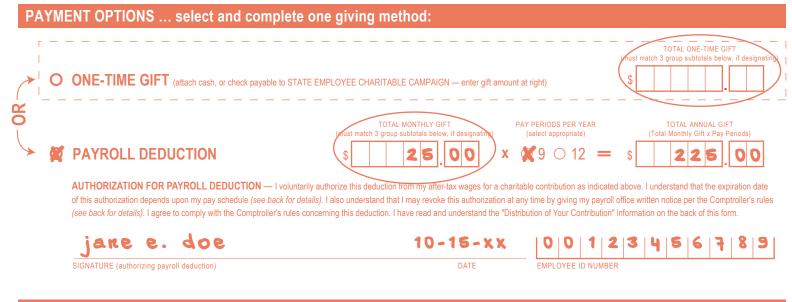
DISTRIBUTION OF YOUR CONTRIBUTION:

- UNDESIGNATED CONTRIBUTIONS — Undesignated contributions will be divided among all charities selected by donors in a given SECC campaign area, using the percentage method described in the "Designated Contributions" section below.

- DESIGNATED CONTRIBUTIONS — Because it is almost impossible to account for donations lost through such things as an employee leaving or transferring, a percentage method is used to distribute designated funds. At the end of each year's campaign, the percent of funds pledged to each charity within a specific SECC campaign area is calculated. Each charity then receives that percentage of what is eventually collected. Undesignated pledges are shared with all participating charities using the same percentage. For a detailed description of this method, refer to 34 Tex. Admin. Code Section 5.48(j)-(k).

- DESIGNATING CONTRIBUTIONS TO CHARITIES IN ANOTHER REGION — To designate part or all of your contribution to a charity(ies) in another region, refer to the online listing of charities on www.secctexas.org.
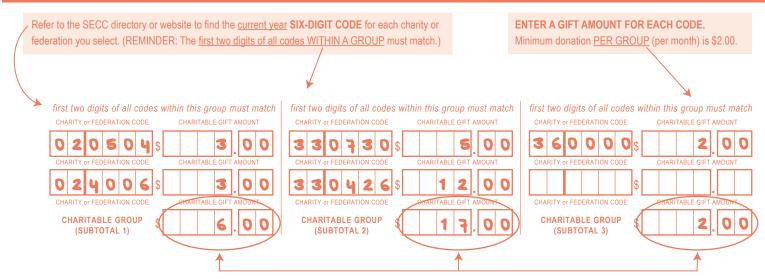
IRS STATEMENT … In compliance with tax law, your contribution is fully deductible unless you receive a gift in conjunction with your donation. For tax deduction purposes, the IRS requires that the fair-market value of any "premium" received be subtracted from your payment amount.

CHANGE OR CANCELLATION … If you find it necessary to change or cancel your pledged amount during the year, please notify your payroll office and your Local Campaign Manager in writing.

YOUR SUPPORT IS VOLUNTARY … The SECC strongly discourages coercion. Giving is a personal decision and the SECC respects your choice to give, to select which charities or charitable groups receive your gift (if you wish to designate), as well as your choice not to give.

PAYMENT OPTIONS … select and complete one giving method:

OR

○ **ONE-TIME GIFT** (attach cash, or check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN — enter gift amount at right)

TOTAL ONE-TIME GIFT
(must match 3 group subtotals below, if designating)
$

✕ **PAYROLL DEDUCTION**

TOTAL MONTHLY GIFT
(must match 3 group subtotals below, if designating)
$ 25.00

PAY PERIODS PER YEAR
(select appropriate)
✕ 9   ○ 12

TOTAL ANNUAL GIFT
(Total Monthly Gift x Pay Periods)
$ 225.00

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 *(see back for details)*. 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.

jane e. doe

SIGNATURE (authorizing payroll deduction)

10-15-xx

DATE

0 0 1 2 3 4 5 6 7 8 9

EMPLOYEE ID NUMBER

HOW TO DESIGNATE YOUR GIFT (EXAMPLE) … minimum donation per group is $2.00 per pay period:

Refer to the SECC directory or website to find the <u>current year</u> **SIX-DIGIT CODE** for each charity or federation you select. (REMINDER: The <u>first two digits of all codes WITHIN A GROUP</u> must match.)

ENTER A GIFT AMOUNT FOR EACH CODE.
Minimum donation <u>PER GROUP</u> (per month) is $2.00.

first two digits of all codes within this group must match

CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT
0 2 0 5 0 4	$ 3.00
0 2 4 0 0 6	$ 3.00
CHARITABLE GROUP (SUBTOTAL 1)	$ 6.00

first two digits of all codes within this group must match

CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT
3 3 0 7 3 0	$ 5.00
3 3 0 4 2 6	$ 12.00
CHARITABLE GROUP (SUBTOTAL 2)	$ 17.00

first two digits of all codes within this group must match

CHARITY or FEDERATION CODE	CHARITABLE GIFT AMOUNT
3 6 0 0 0 0	$ 2.00
	$
CHARITABLE GROUP (SUBTOTAL 3)	$ 2.00

THE <u>TOTAL</u> OF ALL DESIGNATED GIFT AMOUNTS *(SUBTOTALS 1 + 2 + 3)*
MUST MATCH <u>EITHER</u> "TOTAL ONE-TIME GIFT" <u>or</u> "TOTAL MONTHLY GIFT" *(in Payment Options).*