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## Visit www.secctexas.org for more information. THANK YOU FOR YOUR SUPPORT!

**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.

**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 (9) charities within a single charitable group. Minimum donation per group is \$2.00 per pay period.

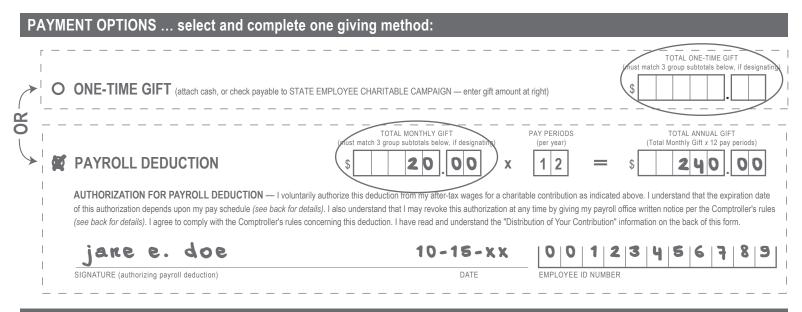
## DISTRIBUTION OF YOUR CONTRIBUTION:

- 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(i)-(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 <a href="https://www.secctexas.org">www.secctexas.org</a>.

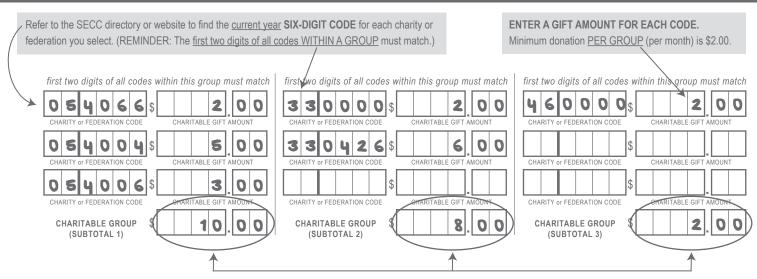
IRS STATEMENT ... In compliance with tax law, your contribution is fully deductible unless you receive a gift in conjunction with your donation. For tax deduction purposes, the IRS requires that the fair-market value of any "premium" received be subtracted from your payment amount.

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.



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



THE <u>TOTAL</u> OF ALL DESIGNATED GIFT AMOUNTS (SUBTOTALS 1 + 2 + 3)

MUST MATCH <u>EITHER</u> "TOTAL ONE-TIME GIFT" or "TOTAL MONTHLY GIFT" (in Payment Options).