



Westerly Cares

Employee Giving Program - Pledge Form

Employee Information			
Last Name:		First Name:	
Department:			

My Donation				
<i>Please check either Payroll Donation or Time Donation</i>				
Payroll Donation ('18 Tax Event)				
	Option A – Per Pay Period	\$ _____		
	Option B – One-time donation	\$ _____	Deducted within one month of receipt of form, 2019 (Minimum \$130.00)	
Please distribute 100% my Payroll donation to the following organization:				
	Organization Name	In Honor Of	In Memory Of	Dedication - Optional
	Johnny Cake Center			
	Warm Center			
	Gloria Gemma BCRF			
Time Donation ('18 Tax Event) of compensatory or vacation hours				
	Please donate the net cash value of:			Hours of Vacation Time
		+		Hours of Compensatory Time <small>(if eligible)</small>
		=		TOTAL hours (40 hours total maximum)
Please distribute 100% of my Time donation to the following organization:				
	Organization Name	In Honor Of	In Memory Of	Dedication - Optional
	Jonnycake Center			
	Warm Center			
	Gloria Gemma BCFR			

Donation Acknowledgement & Privacy Options	
I am a leadership giver and I:	
	Accept my leadership gift
	Decline my leadership gift
Privacy Options: Name and Address	
	Please share my name and address with the organization I designated above
	Do not share my name and address; I would like to remain anonymous .

Signature
<p>I confirm that all the information I have entered is correct to the best of my knowledge and if I opted for a time donation I hereby authorize the Town of Westerly to deduct the amount shown above from my hours during January 2019 and if I opted for payroll deduction I hereby authorize the Town of Westerly to deduct the amount shown above from my pay during 2019 starting with the first pay period in January 2019. I understand this authorization may be discontinued by me in writing at any time before it expires. The organizations participating in the Town of Westerly Employee Giving Program do not provide goods or services in whole or partial consideration for any donations received via this form.</p>

Signature _____

Date _____



Town of Westerly
EMPLOYEE GIVING PROGRAM

General

Each person's exact tax situation is unique; please consult your tax advisor if you have questions. **Please make a copy of your pledge form for tax purposes and your last pay stub of the year.**

Regardless of how you give, you are making a world of difference in our community.

Non Profits

The non-profits have been vetted against standardized eligibility criteria. If you would like to see a nonprofit in the program, please e-mail their contact information to the Human Resources Department at HR@westerlyri.gov. No nonprofit in the program is allowed to funnel money to another nonprofit as a way to circumvent the eligibility process.

Tax Impact

Donations are tax deductible.

Rules for Payroll Donations

- Minimum donation is \$5.00 per pay period.
- Payroll Donations are a 2019 Tax Event.
- One-time payments will be deducted within one month of submitting this form.
- Bi-Weekly payroll deductions will start within one month of submitting this form.

Rules for Time Donations

- Time donations will be deducted within one month of submitting this form.
- Minimum donation is 8 hours. Maximum donation is 40 hours.
- Time Donations are income and therefore will be treated like such. It is the NET cash value after all mandatory withholdings that will be considered the donation.

Please Note: Time donations are usually taxed at a different rate than your usual paycheck (typically 25%). You will receive a pay stub and a letter of receipt detailing the net cash value of the time donated.

Level Rewards

Individuals will be eligible to participate in "Dress Down" Friday upon receipt of the pledge form AND confirmation from Human Resources the individual has met the minimum donation criteria.

Example: Employee submits pledge form on Wednesday, July 6 and HR receives the pledge form and confirms (via e-mail) that the employee has met the minimum donation requirements to participate in "Dress Down" Friday on Thursday, July 7. The Employee can participate in "Dress Down" Friday on July 8.