

Employee Payroll Deduction Form



Instructions

How does payroll deduction work?

Payroll deduction is an easy way to make a gift. When you enroll in payroll deduction, your gift is automatically deducted from your paycheck in the amount and time frame you specify.

How much should I give?

Giving by employees is entirely optional and voluntary. Every gift matters, no matter the size. A strong rate of participation is our ultimate goal.

Is my gift tax-deductible?

Yes. Gifts to The Arc Central Chesapeake Region are tax-deductible to the fullest extent of the law.

Employee Information

Name: _____

Employee ID #: _____

Home Address: _____

City/State/Zip: _____

Email: _____

Phone: _____

Department/Program:

Children & Family Services

Workforce Development

Living Options & Services

Fiscal Management Services

Administrative

Payroll Deduction Information

I authorize \$ _____ to be **deducted from my paychecks** and contributed to The Arc Central Chesapeake Region as designated above. Per Pay Period Monthly (choose one)

Gift Example (26 pay periods):

\$1 deduction x 26 pay periods = \$26 annual gift

\$2 deduction x 26 pay periods = \$52 annual gift

\$5 deduction x 26 pay periods = \$130 annual gift

\$10 deduction x 26 pay period = \$260 annual gift

Gift Example (12 months):

\$1 deduction x 12 months = \$12 annual gift

\$2 deduction x 12 months = \$24 annual gift

\$5 deduction x 12 months = \$60 annual gift

\$10 deduction x 12 months = \$120 annual gift

My gift is in honor/memory of: _____

Please notify the honoree/family member(s) at the address below.

Name: _____

Home Address: _____ City/State/Zip: _____

Signature: _____ Date: _____

Please return completed form to Catie Comer at advancement@thearcccr.org. If you have any questions on completing, please call Catie at 410.384.4072.