



U.P.-NORTH MICHIGAN AREA CFC

P.O. Box 451, Sault Ste. Marie, MI 49783 (906)632-3700 ext. 1

CFC Campaign No. **0466**

City/State Code: **26 4880**

ATTENTION PAYROLL OFFICES:
Use this number only to identify the local campaign.

PRINT NAME (LAST)	FIRST	MIDDLE INITIAL	CHECK (if applicable) <input type="checkbox"/> Civilian <input type="checkbox"/> Military	FEDERAL AGENCY AND OFFICE	SOCIAL SECURITY NUMBER/EMPLOYEE ID
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WORK ADDRESS & ZIP CODE	WORK PHONE NUMBER ()
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CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT	CHARITY CODE	ANNUAL AMOUNT
MILITARY PAYROLL Branch of Service? _____		X 12 months	\$		
CIVILIAN PAYROLL		X 26 pay periods	\$		
CASH/CHECK Check Number: _____ <small>(make check payable to the Combined Federal Campaign)</small>		Cash/Check Amount: _____	\$		

CFC Organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

DESIGNATED GIFT: To designate one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address _____

Personal Email Address _____

In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2016 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2016 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE _____ DATE _____

PLEASE USE BALLPOINT PEN AND WRITE FIRMLY

COPY #1 - PAYROLL OFFICE



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COPY #2 - TO THE CENTRAL RECEIPT POINT



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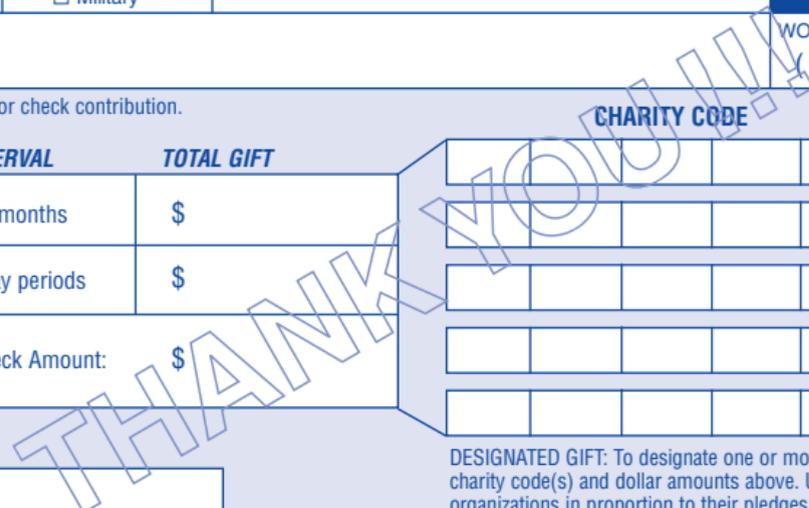
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COPY #3 - CONTRIBUTOR - KEEP FOR PERSONAL TAX RECORDS

Privacy Act Notice

Executive Order No. 12353 authorizes the U.S. Office of Personnel Management to conduct fund raising activities and to establish procedures for collecting information related to such activities.

Executive Order 9397 (November 22, 1943) authorizes the use of the Social Security Number (SSN). This collected information will be disclosed to organizations maintaining the accounting of contributions and to your payroll office.

Additional disclosure may be made to the Department of Treasury to make proper financial adjustments to a court or another agency when the government is party to a suit; and to the Internal Revenue Service and state and local taxing authorities regarding income tax returns.

The furnishing of the SSN, along with other data requested, is voluntary. However, failure to furnish any of the requested information may result in errors or noncompliance with your request for a payroll deduction by your agency.

If you are making a one-time, lump-sum gift and, therefore, not using the payroll deduction method of payment, you are not required to furnish your SSN.

How to use this Pledge Card

1. Fill in the blanks and print the form

OR

2. Print the form and fill out the information by hand.

3. Sign and date each page.

Note: Changing a field on one page, changes it on all pages.

How to Make a Gift

1. Fill in your name and federal organization.

2. On the second line, fill in your work address and zip code, your complete daytime telephone number (so the CFC auditors can reach you in case there is a question about your pledge card).

3. For Military Payroll Giving (12 pay periods), enter the total amount for the year on the appropriate line in the "Military" section of the pledge card. Minimum payroll deduction is \$1.00 for military employees.

4. For Civilian Payroll Giving (26 pay periods), enter the total for the year on the appropriate line in the "Civilians" section of the pledge card. Minimum payroll deduction authorized is \$1.00 for civilian employees.

5. For check gifts (sorry, no cash), enter the amount of the total gift in the box marked "Other" and include the amount in the space provided. Checks should be made payable to the Combined Federal Campaign not to the agency or agencies you have designated to.

6. Each charity and each federation has a 5-digit designation code.

- These codes are found with the name of the charity or federation.
- You may direct your gift by recording the appropriate 5-digit code in the boxes provided.
- The total annual amount designated to each selection goes in the box to the right of the code.
- You may also select the International "General Designation Option:" 11111-for distribution to all charities listed in the international section. Distribution will be made in the same proportion as agencies receive designations. You may only designate to organizations listed in the Resource Guide of the Western Michigan CFC. Write-ins are prohibited.

7. If you made a payroll deduction pledge, be sure to sign and date the authorization, and provide your social security number/Employee Identification Number "EIN" so that your payroll office can make the deduction or allotment.

8. If you want your name and address forwarded to the charities you have designated, enter your home address or your home e-mail address in the Recognition Options section.

9. If you want your pledge amount forwarded to the charities you have designated, check the "YES" box provided.

IN ORDER TO ENSURE YOUR PLEDGE CARD IS
PROCESSED ACCURATELY PRINT ALL INFORMATION
CLEARLY AND LEGIBLY

Please make sure to retain your copy of the pledge card
for personal tax records.

Please contact your agencies keyworker to turn in the
top two of your pledge forms.