

Seattle Shares Payroll Deduction

Visit <http://selfservice/> to enroll online or confirm your deductions

REQUIRED EMPLOYEE INFORMATION – PLEASE PRINT CLEARLY

EMPLOYEE ID	NAME (LAST, FIRST, MI)		
WORK PHONE	WORK EMAIL ADDRESS	DEPARTMENT	
PAYMENT AUTHORIZATION (REQUIRED) <i>I have read and fully understand the Seattle Shares employee giving pledge form and how charitable payroll deduction works. I understand that my ongoing payroll deductions will continue until I change or terminate my deductions via Employee Self Service, Cancellation Form, or by written request to the Personnel Department. I hereby authorize the City of Seattle to deduct the amount indicated from my pay provided that the amount deducted, less an administrative fee not to exceed 10 percent, will be remitted on a regular basis in support of the charities as specified below.</i>			
REQUIRED SIGNATURE	DATE	<input type="radio"/> I wish to share my information with the charity for tax receipting <input type="radio"/> I wish to remain Anonymous (No Tax Receipt)	

▶ Not all donations to charities can be claimed as charitable deductions, even if the organization is registered as a nonprofit. Check with the IRS or your tax advisor for further information. The Combined Charities is not a 501(c)3 and cannot provide tax receipts if you chose not to share your information.

○ I AM CONTRIBUTING VIA PERSONAL CHECK: Complete the “Required Employee Information” section. Write one check per charity and make each check payable to the “Seattle Shares” with the Charity Name and ID # (from the Seattle Shares catalog) on the check’s memo line. Place checks and completed form in a sealed envelope marked “Seattle Shares,” and give it to your coordinator, deliver to SMT 55, or mail via USPS to: Seattle Shares / PO Box 34028 / Seattle, WA 98124.

○ I AM CONTRIBUTING VIA PAYROLL DEDUCTIONS: You can create **ongoing** and/or **one-time only** payroll deductions. Complete the fields below with the Charity ID#, Charity Name and amount to be deducted **per paycheck**. For *ongoing deductions*, check the box below the desired frequency of deduction. **You may select only one frequency for all ongoing deductions.** For *one-time deductions*, specify from which paycheck the deduction will be taken by marking the appropriate box. **You may select only one pay period for all one-time deductions.** Send forms to the Seattle Shares office at mailstop SMT-55-00.

CHARITY ID # (REQUIRED)	NAME OF CHARITY (REQUIRED)	ONGOING PAYROLL DEDUCTION FREQUENCY (Number of Deductions per Month)				ONE-TIME PAYROLL DEDUCTION (Select only One Date For All)			
		Amount Deducted per Paycheck	Select only one frequency for ALL ongoing deductions				First Paycheck of Month	OR	Second Paycheck of Month
51314	1. MAPS - Multidisciplinary Association for Psychedellic Studies	\$	1st Paycheck	2nd Paycheck	Both 1st & 2nd Paychecks	Every Paycheck	\$	OR	\$
	2.	\$					\$	\$	
	3.	\$					\$	\$	
	4.	\$					\$	\$	
Total Amount Deducted Per Paycheck		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	OR	\$

SELECT ONLY ONE (REQUIRED FOR ONGOING PAYROLL DEDUCTIONS):

- I have **never** donated through any City of Seattle charitable payroll deduction before.
- I have existing deductions and I want to **ADD** the new deductions indicated above to those, beginning next paycheck
- I have existing deductions and I want to **REPLACE** them with the new deductions indicated above, beginning next paycheck

VOLUNTEER HOURS

Pledge to volunteer your time to the charity of your choice! Complete the “Required Employee Information” section and fill out the box below to authorize the addition to your giving record. Once your pledged hours are fulfilled, use Employee Self Service to confirm the end date and total volunteer hours completed within the calendar year. Nonprofit does not need to be listed in the catalog for volunteer hours.

Nonprofit Name	Pledge Hours	Nonprofit Name	Pledge Hours
1.		3.	
2.		4.	

