

**LAUSD 2011 SHARING BRINGS HOPE
CONSOLIDATED CHARITABLE CAMPAIGN**

PAYROLL GIVING CARD INSTRUCTIONS

Please scroll down for detailed instructions on how to fill out each section of your Payroll Giving Form. You can print out a blank Payroll Giving Card by clicking on the link below.

<http://www.sharingbringshope.org>

INSTRUCTIONS FOR SECTION #1 – PAYROLL AUTHORIZATION

Fill in EMPLOYEE NAME.

Fill in employee's LOCATION CODE.

Fill in DONATION AMOUNT PER PAY PERIOD.

Fill in employee's LOCATION CODE.

Fill in employee's NAME OF SCHOOL or DEPARTMENT where they work.

Fill in the AMOUNT OF DONATION for the year.

INSTRUCTIONS FOR SECTION #2 – DONOR DESIGNATIONS

If you wish to make a donation through Payroll Deductions to a SPECIFIC AGENCY/ CHARITY, please complete SECTION #2 of the Payroll Giving Card as follows:

If you would like to designate your donation to a specific 501(c) (3) non-profit organization, you must select one of the Fund Distribution Agency (FDA) listed in Section #1 with an asterisk (*) next to their name to process your donation.

Fill in TOTAL AMOUNT OF PAYROLL DEDUCTION FOR THE YEAR.

(Should be the same amount shown in Box #6 above.)

If you are donating to one of the charities specifically supported by one of the campaign's 12 FDAs, you only need to FILL IN THE NAME OF THE CHARITY and the name of the corresponding FDA that will process your donation.

If you are donating to a specific charity of your choice, that is not part of the campaign, please fill in the NAME AND ADDRESS OF THE CHARITY (and phone number, if possible) you would like to donate to, and select one of the FDAs with an asterisk next to their name to process your donation. Please make sure the charity you want to designate to is a non-profit, tax-exempt organization. (IRS Classification: 501(c)(3))

If donor does not know complete address information, they should fill in as much information as possible. A maximum of two (2) agencies/charities can be designated

NOTES: The FDA selected to process the designation must be the same as the FDA checked at the top of the Payroll Giving Card.

A designation will remain on-going until superseded by a new designation or until cancelled.

INSTRUCTIONS FOR SECTION #3 – ONE-TIME GIFTS

If you wish to make One-Time Gift to a SPECIFIC AGENCY/ CHARITY, please complete SECTION #3 of the Payroll Giving Card as follows:

Fill in the AMOUNT OF ONE-TIME GIFT. (Please make checks payable to: LAUSDCCC.)

If you are donating to one of the charities specifically supported by one of the campaign's 12 FDAs, you only need to FILL IN THE NAME OF THE CHARITY.

If you are donating to a specific charity of your choice, that is not part of the campaign, please fill in the NAME AND ADDRESS OF THE CHARITY (and phone number, if possible) you would like to donate to.

Fill in the NAME OF THE CORRESPONDING FDA with an asterisk next to their name that will process your donation.

INSTRUCTIONS FOR SECTION #4 – ACKNOWLEDGEMENTS

FOR ACKNOWLEDGEMENTS:

We encourage you to request an ACKNOWLEDGEMENT of your donation. Please fill in ALL REQUESTED INFORMATION. (Department Name and Daytime Phone Number are needed in the event any questions arise concerning your donation.)

NOTE:

IRS regulations state that a donor is responsible for obtaining a written acknowledgment from a charity for any single contribution of \$250 or more before the donor can claim a charitable contribution on his/her federal income tax return.