

SECC Authorization Form

... or you can give online at secctexasgiving.org

Name (Prefix) Last First MI

State Agency Name AND Number

Employee ID Number

Dept. / Unit # / Facility / Location

Work Phone

County

E-mail Address

SECC Coordinator's Name SECC Coordinator's Phone

RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select one of the options below:

NOTE: The names of leadership-level donors will be publicized annually by the SECC, unless the 'DO NOT ACKNOWLEDGE' option is selected below.

- DO NOT ACKNOWLEDGE** my gift, either in writing or with any form of personalized recognition/thanks.
- I request acknowledgement of my gift **via EMAIL** ... (to honor this request, your email address must be furnished — above)
- I request acknowledgement of my gift **via U.S. MAIL** ... (to honor this request, your home mailing address must be furnished — below)

Home Mailing Address City Zip

HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:

DESIGNATED GIFTS: **EACH CHARITY HAS A SIX-DIGIT CODE**; the first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

VERY IMPORTANT: The total of all GROUP SUBTOTAL boxes below (#1 + #2 + #3) must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.

<p>first two digits of all charities within this group must match</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> </table> <p>GROUP SUBTOTAL #1 = \$</p>	Charity Code	→	\$	Charity Code	→	\$	Charity Code	→	\$	<p>first two digits of all charities within this group must match</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> </table> <p>GROUP SUBTOTAL #2 = \$</p>	Charity Code	→	\$	Charity Code	→	\$	Charity Code	→	\$	<p>first two digits of all charities within this group must match</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> <tr> <td style="width: 100px;">Charity Code</td> <td style="width: 20px;">→</td> <td style="width: 100px;">\$</td> </tr> </table> <p>GROUP SUBTOTAL #3 = \$</p>	Charity Code	→	\$	Charity Code	→	\$	Charity Code	→	\$
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PAYMENT OPTIONS ... please select one:

PAYROLL DEDUCTION (complete authorization below)

TOTAL MONTHLY GIFT <small>(total of 3 Group Subtotals above)</small> \$ _____	X	PAY PERIODS PER YEAR 12	=	TOTAL ANNUAL GIFT <small>(Total Monthly Gift x 12 pay periods)</small> \$ _____
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AUTHORIZATION FOR PAYROLL DEDUCTION — I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving my payroll office written notice per the Comptroller's rules. I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

** (Enter "12-01-current year" unless this form is being completed by a new employee.)

Authorized Signature Today's Date Effective Date **

- ONE-TIME GIFT (CASH or CHECK)** ... attach; make check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN.

TOTAL ONE-TIME GIFT
(total of 3 Group Subtotals above)

\$ _____

SECC Authorization Form

Account# _____
(office use only)

... or you can give online at secctexasgiving.org

Employee ID Number

State Agency Name **AND** Number

Work Phone

Dept. / Unit # / Facility / Location

E-mail Address

County

SECC Coordinator's Name SECC Coordinator's Phone

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PAYMENT OPTIONS ... please select one:

PAYROLL DEDUCTION (complete authorization below)

TOTAL MONTHLY GIFT <small>(total of 3 Group Subtotals above)</small> \$ _____	X	PAY PERIODS PER YEAR 12	=	TOTAL ANNUAL GIFT <small>(Total Monthly Gift x 12 pay periods)</small> \$ _____
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AUTHORIZATION FOR PAYROLL DEDUCTION — I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving my payroll office written notice per the Comptroller's rules. I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

** (Enter "12-01-current year" unless this form is being completed by a new employee.)

Authorized Signature Today's Date Effective Date **

- ONE-TIME GIFT (CASH or CHECK)** ... attach; make check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN.

TOTAL ONE-TIME GIFT
(total of 3 Group Subtotals above)

\$ _____

EXPIRATION OF PAYROLL DEDUCTION ... If you are paid once monthly, this authorization expires with the pay period ending November 30 of next year. If you are paid twice monthly, this authorization expires with the pay period ending December 15 of next year. If you are paid every other week by an institution of higher education, this authorization expires with the 25th consecutive payroll period after the start of the campaign year.

DISTRIBUTION OF YOUR CONTRIBUTIONS:

• **Undesignated Contributions**

Undesignated contributions will be divided by all participating organizations in your campaign area according to the formula in the SECC directory.

• **Designated Contributions**

You may require a statewide federation or fund or local campaign manager to distribute your contribution to particular charitable organizations by entering their six-digit charity codes. **You may designate to charities within three charitable groups, or designate up to nine charities within a single charitable group.** These distributions will be based on the percentage method, which ensures that all organizations share losses from resignations, retirements, revocations of deductions authorizations or other causes, proportionally. A separate percentage is derived for each charity's proportion of all campaign contributions, and this percentage is used to distribute contributions thereafter. As a result, the total amount pledged to an organization through payroll deduction probably won't match the dollar-for-dollar that organization was designated. If you would like a full description of this method, refer to 34 Tex. Admin. Code Section 5.48(j)-(k).

To designate your contribution to organizations in other regions of Texas, consult your SECC directory for the area's local campaign manager.

IRS STATEMENT ... In compliance with tax law, your contribution is fully deductible unless you receive a gift in conjunction with your donation. For tax deduction purposes, the IRS requires that the fair-market value of any "premium" received be subtracted from your payment amount.

CANCELLATION ... If you find it necessary to cancel your pledge during the year, please notify your payroll office in writing.

SAMPLE DESIGNATIONS ... (NOTE: minimum donation per charitable group is \$2):

Refer to the SECC directory for your selected charities' six-digit codes. PLEASE NOTE: THE FIRST TWO DIGITS OF THE CHARITY CODES WITHIN EACH GROUP MUST MATCH!

Enter a Gift Amount for each Charity Code.

054066 → \$ 2.00	330000 → \$ 2.00	460000 → \$ 2.00
Charity Code	Charity Code	Charity Code
Gift Amount	Gift Amount	Gift Amount
050504 → \$ 5.00	330426 → \$ 6.00	→ \$
Charity Code	Charity Code	Charity Code
Gift Amount	Gift Amount	Gift Amount
054006 → \$ 3.00	→ \$	→ \$
Charity Code	Charity Code	Charity Code
Gift Amount	Gift Amount	Gift Amount
GROUP SUBTOTAL #1 = \$10.00	GROUP SUBTOTAL #2 = \$ 8.00	GROUP SUBTOTAL #3 = \$ 2.00

HOW TO COMPLETE PAYMENT OPTIONS:

PAYROLL DEDUCTION (complete authorization below)

TOTAL MONTHLY GIFT (total of 3 Group Subtotals above) **\$ 20.00** X **PAY PERIODS PER YEAR: 12** = **TOTAL ANNUAL GIFT** (Total Monthly Gift x 12 pay periods) **\$ 240.00**

OR

ONE-TIME GIFT (CASH or CHECK) ... attach; make check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN.

TOTAL ONE-TIME GIFT (total of 3 Group Subtotals above) **\$ 20.00**

The total of all **GROUP SUBTOTAL** boxes (#1 + #2 + #3 above) must equal the amount in **either** **TOTAL MONTHLY GIFT** **or** **TOTAL ONE-TIME GIFT**.

Elect to give either through **PAYROLL DEDUCTION** or **ONE-TIME GIFT** (cash or check); complete information is required for either choice.

THANK YOU FOR YOUR SUPPORT ... visit www.secctexas.org for more information.