

# Fall 2008 Pledge Form

Please refer to the *Catalog of Caring* (charity list) for the Fall 2008 Combined Federal Campaign of the National Capital Area when completing this form.

You can also find instructions and fill out a Pledge Form online at [www.cfcnca.org](http://www.cfcnca.org)



***Be a Star in Someone's Life!***

***Combined Federal Campaign of the National Capital Area***

## Fill out this form online at [www.cfcnca.org](http://www.cfcnca.org)

Need help completing your Pledge Form? See the inside back cover of your 2008 *Catalog of Caring*, or call the CFC Helpline at 202-465-7230 from 9:00 AM to 5:00 PM, Monday through Friday, or visit [www.cfcnca.org](http://www.cfcnca.org) for instructions.

Check the *Catalog of Caring* or the website for the codes for your favorite charities.

### Common Payroll Pledge Amounts Per Pay Period

<i>Civilian</i>	<i>Military</i>
\$50 x 26 = \$1,300	\$100 x 12 = \$1,200
\$40 x 26 = \$1,040	\$ 80 x 12 = \$ 960
\$30 x 26 = \$ 780	\$ 60 x 12 = \$ 720
\$25 x 26 = \$ 650	\$ 40 x 12 = \$ 480
\$20 x 26 = \$ 520	\$ 30 x 12 = \$ 360
\$15 x 26 = \$ 390	\$ 25 x 12 = \$ 300
\$10 x 26 = \$ 260	\$ 10 x 12 = \$ 120

### What Your Contribution Can Do...

#### *Biweekly payroll deduction:*

- \$100 Purchases water purifying kits for 50 families in Honduras
- \$ 50 Purchases wallboard to help repair a home for a low-income family
- \$ 25 Provides 260 meals for homeless men and women in your community

#### *Monthly payroll deduction:*

- \$100 Purchases survival kits with food, water, blankets, temporary shelter and cooking utensils for 12 displaced families in China
- \$ 50 Allows a hospitalized soldier's family to stay in housing near the treatment center for two months
- \$ 30 Allows 3 disadvantaged children to try out sleep-away camp



### Eagle and Double Eagle Awards

Thank you for participating in the Combined Federal Campaign of the National Capital Area (CFCNCA).

To recognize those who give generously, the CFC presents the Eagle and Double Eagle awards. A gift of at least 1 percent of your salary qualifies you for the Eagle Award. A gift of at least 2 percent of your salary qualifies you for the Double Eagle Award. Those who reach these levels will receive a special Eagle or Double Eagle lapel pin that symbolizes your commitment and support.

### About Your Donation

**DESIGNATED GIFTS:** To direct your gift to one or more charities or federations that appear in the 2008 *Catalog of Caring* for the CFC of the National Capital Area or on [www.cfcnca.org](http://www.cfcnca.org), fill in the 5-digit charity code and the amount you wish to donate in the boxes at right. If you wish to designate gifts to more charities than space allows, you must fill out additional Pledge Forms. Fill out each form completely and mark as "Form 1 of 2," "Form 2 of 2," etc. **You may not write in the name of any charity; you may only designate to charities participating in the 2008 CFCNCA campaign.**

Amounts not earmarked to specific charities will be classified "undesignated" and distributed according to CFC regulations. For more on "undesignated" gifts, see the FAQs on the back of the blue copy of this Pledge Form.

According to Internal Revenue Service (IRS) regulations, taxpayers who itemize deductions are required to have proper documentation for ALL charitable gifts, regardless of the size of the gift, or whether made through cash, check, or payroll deduction.

Employees who give via payroll deduction will need:

1. A copy of their Pledge Form to document which charities they designated to receive donations; and
2. Their year-end pay stub that shows the total amount withheld in order to claim the gift as a deduction on their taxes.

Employees should keep the blue or employee copy of their Pledge Form with their tax materials.

The CFCNCA provides this information as guidance only. **CFCNCA is not responsible for tax advice and strongly suggests that donors contact their tax advisors with any specific questions regarding IRS rules.**

If you are in the military, but currently assigned to a civilian office, please indicate your branch of service in Section B of the Pledge Form using the following abbreviations. This ensures your payroll deduction form goes to the correct office.

Air Force – USAF

Marine Corps – USMC

Army – USA

Navy – USN

Coast Guard – USCG





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ATTENTION PAYROLL OFFICES: The CFCNCA Reporting Number is used by the local CFC. DO NOT enter into Federal payroll systems.

### A I want to support these charities through the CFCNCA:

Direct my gift(s) to one or more charities or federated groups that appear in the 2008 *Catalog of Caring* for the CFC of the National Capital Area or on the charity database at www.cfcnca.org. Please designate my gift(s) to these charities.

Please note: Remember to use the 5-digit code as found in the 2008 *Catalog of Caring*. Absolutely no "Write-Ins" are allowed; only charities listed in the 2008 *Catalog of Caring* can be designated. Amounts not earmarked to specific charities on the official CFCNCA list will be classified "undesignated" and distributed according to Federal CFC regulations.

Note: According to IRS regulations, taxpayers who itemize charitable deductions are required to have proper documentation for all charitable gifts, regardless of the amount. Consult your tax advisor for more information.

### Be a Star in Someone's Life. Give to CFC.



For  
EAGLE  
AWARD  
(1%)  
initial here:  
\_\_\_\_\_



For  
DOUBLE  
EAGLE  
AWARD  
(2%)  
initial here:  
\_\_\_\_\_

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

CHARITY CODE		ANNUAL AMOUNT
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL	\$	

Designated amount cannot exceed TOTAL ANNUAL CONTRIBUTION below.

### B Here is my contribution:

**PAYROLL DEDUCTION AUTHORIZATION**

I hereby authorize any agency of the United States Government by which I may be employed during 2009 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2009 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 \_\_\_\_\_

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.

CHECK ONE	AMOUNT PER PAY PERIOD	INTERVAL	TOTAL ANNUAL CONTRIBUTION
<input type="checkbox"/> CIVILIAN	\$ _____	X 26 PAY PERIODS =	\$ _____
<input type="checkbox"/> MILITARY Branch of Service: <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>	\$ _____	X 12 MONTHS =	\$ _____
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK	\$ _____	X 1 =	\$ _____

*Make checks payable to CFCNCA.*

### C Here is my personal contact information:

LAST NAME	FIRST NAME	MI	
FEDERAL AGENCY AND OFFICE			SSN/EMPLOYEE ID
WORK ADDRESS (INCLUDE ZIP CODE)			PAYROLL PROVIDER (Optional)
			WORK PHONE
			- - - - -
			EXT.
WORK E-MAIL ADDRESS			

See reverse side for information on volunteer opportunities in your community.

### D Share my donation information in the following ways:

**RELEASE AUTHORIZATION**

I authorize the CFC to release only the information I have provided below to the charities I have designated on this Pledge Form.

HOME ADDRESS	CITY	STATE	ZIP CODE
E-MAIL ADDRESS			

Pledge Amount: Check this box to release only the amount of your pledge(s) to your designated charities.

## PRIVACY ACT NOTICE

Executive Order No. 12353 authorizes the U.S. Office of Personnel Management (OPM) to conduct fundraising 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.

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.

## FIND A VOLUNTEER OPPORTUNITY

The USA Freedom Corps Volunteer Network can help you access service opportunities near your home or office, across the country, or overseas. Just go to [www.volunteer.gov](http://www.volunteer.gov), enter geographic information, such as zip code or state, and your area of interest to find out how you can get involved.

## FAQS

### 1. Where do I find the charity codes?

All participating charities have 5-digit codes that are listed in the *2008 Catalog of Caring* or online at [www.cfcnca.org](http://www.cfcnca.org). **Only charities listed in the 2008 catalog can receive designations.**

### 2. Do I need a tax receipt?

According to IRS guidelines for the documentation of donations to charities, taxpayers need proper documentation for all charitable contributions, regardless of size, or whether made by cash, check, or payroll deduction, in order to claim them as tax deductions. If you give by payroll deduction, keep this blue copy of your Pledge Form as well as a copy of your final pay stub for the year showing the total amount actually withheld. Donors who give \$250 or more will automatically get a tax letter from CFCNCA after their check is deposited. Donors who give less than \$250 and who need a letter should call the CFCNCA Help Desk at 202-465-7230. **The CFCNCA provides this information as guidance only. CFCNCA is not responsible for tax advice and strongly suggests that donors contact their tax advisors with any specific questions regarding the new IRS rules.**

### 3. What do I do if I want to designate more than 10 charities?

To donate to more than 10 charities, you must complete one or more additional Pledge Forms. Fill out each form completely, and in the space below the "Total Annual Contribution" column, make the notation "Form 1 of 2" "Form 2 of 2," etc.

### 4. What is an "undesignated gift?"

If you do not earmark your gift to go to specific charities or federations, it is considered an "undesignated gift." In accordance with CFC regulations, all undesignated funds will be distributed to those organizations listed in the CFCNCA brochure that received designations, in the same proportion as they received those designations. For example, if a charity received one percent of the total designated contributions to the CFCNCA campaign, it would receive one percent of the total undesignated contributions. Organizations that do not receive designated dollars cannot receive any undesignated dollars.