



## The Power of Payroll Deduction

### Did you know?

- During the 2007 campaign, 54% of NIH contributors made payroll deduction pledges to support CFC charities. Those contributions represented \$1,850,621 or 83% of the NIH total. The average payroll deduction pledge was \$530. The average cash or check gift was \$127.
- 2008 Payroll Deductions will be reflected on the January 23rd payday. In other words, they will become effective the first full pay period in January (1/4/09-1/17/09).

### What is the procedure for handling NIH payroll deduction pledges?

- Collect the pledge card carriers (Keyworker Summary-Form 100) weekly from Keyworkers.
- Create an on-line Deposit Report on the CFC of the National Capital Area's Manage system.
- Detach the yellow pocket from the bottom of each pledge card carrier.
  - Sort the yellow payroll deduction copies by civilian and Commissioned Corps.
  - Send the yellow copies for Commissioned Corps personnel to CDR Doris Ravenell Brown, NIH CC Liaison Officer (Building 31/B2B63).
  - Send all other yellow payroll deduction copies to your IC's Final Authorizer in the Client Services Division.