

**2018 St. Rose Dominican Health Foundation  
Payroll Deduction/Cash Donation Form**

1) **Employee Information (please print)**

Employee Name: \_\_\_\_\_

Employee Full Home Address: \_\_\_\_\_  
Street City Zip Code

Employee ID Number: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Department Name: \_\_\_\_\_ Work Location (facility): \_\_\_\_\_

Home Email Address (optional): \_\_\_\_\_  
(Home email address is for Foundation's use only)

2) **Donation Election Information (please print)**

Ongoing payroll deduction donation of \$ \_\_\_\_\_ AND/OR # \_\_\_\_\_ PTO\* hours per pay period  
(This deduction will continue at the stated amount until altered or changed by you)

One-time payroll deduction donation of \$ \_\_\_\_\_ AND/OR # \_\_\_\_\_ PTO\* hours

\*in order to donate the PTO hours, you must have a minimum of 80 hours in your account at the time of your election and your donation of PTO must be made in 0.5 hour increments.

One-time donation by check of \$ \_\_\_\_\_ (payable to: St. Rose Dominican Health Foundation)

One-time donation by credit card # \_\_\_\_\_  
Circle one VISA MC AMX DISC Exp. Date

I wish to have my donation go to the hospital's area of greatest need

I wish to have my donation designated to the following area: \_\_\_\_\_

Please indicate how your name should be listed in the Foundation's published list of donors (if any) for recognition purposes:

I wish to remain anonymous

**I understand that:**

- All donations made through payroll deduction (monetary and PTO) are made after all applicable payroll taxes and will be reported as wages on my IRS W-2 in the calendar year in which the donation is made.
- No goods or services are or will be provided in consideration of employee campaign donations and are tax-deductible to the fullest extent allowed by law. The employee's end of the year paycheck stub will serve as the donation receipt.
- Any ongoing donation election received by form will remain in effect until paid in full or altered/canceled by the employee in writing or by online request.
- When making a donation through Employee Self Service (ESS), any ongoing donation election will be in effect until discontinuance is requested by the employee in writing or by online request.
- When electing the ongoing PTO option, the amount per pay period will be based upon the current rate of pay at the time the request was made; however the amount per pay period will change as the employee's rate of pay changes.
- When making a one-time credit card donation, the employee's credit card information will be destroyed once the donation is processed.
- Employee information will remain strictly confidential and will not be shared or sold.

3) **Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**\*\* Submit form to the Health Foundation via interoffice mail and retain a copy of this form for your records \*\***