

## Employee Information

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

Email: \_\_\_\_\_ Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

☐ I would like to give anonymously

## Area of Support

☐ Disaster Relief

## How to Give

Give online at [CommonSpiritPhilanthropy.org/Donate](https://CommonSpiritPhilanthropy.org/Donate) or fill out this form and return via email to [Paul.Richardson@CommonSpirit.org](mailto:Paul.Richardson@CommonSpirit.org).

☐ **Check donation:** \$ \_\_\_\_\_

**Mail to:** CommonSpirit Health Foundation, 185 Berry Street, Suite 200, San Francisco, CA 94107

☐ **Ongoing payroll deduction donation:**

☐ \$5,000 annual (\$192.31 per pay period) ☐ \$2,500 annual (\$96.15 per pay period)

☐ \$1,000 annual (\$38.46 per pay period) ☐ \$500 annual (\$19.23 per pay period)

☐ \$260 annual (\$10.00 per pay period)

☐ **One-time payroll deduction donation:** \_\_\_\_\_

☐ **Paid time off (PTO) donation:**

☐ **Ongoing donation of** \_\_\_\_\_ **PTO hour(s) per pay period**

☐ **One-time donation of** \_\_\_\_\_ **PTO hour(s)**

*I understand that (1) In order to donate the PTO hours elected, I must have a minimum of 80 hours in my PTO account at the time I make this election. If there are insufficient hours to cover my election, no donation will occur. (2) PTO donations are subject to all applicable payroll taxes and will be reported as wages on my IRS W-2 form in the calendar year in which the PTO hours are donated. (3) There is a \$5 minimum for all transactions, whether they are one-time or recurring donations.*

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

*I understand that, for whatever reason, should I cease to be an employee of CommonSpirit Health or should I no longer be able to fulfill my commitment due to personal circumstances, I am not obligated nor will I be held accountable to fulfill this commitment. Any ongoing donation election will be in effect until discontinuance is requested by me in writing. Donations to CommonSpirit Health affiliated fundraising entities are tax-deductible to the fullest extent allowed by law. CommonSpirit Health-affiliated fundraising entities do not provide goods or services in consideration for contributions by payroll deduction.*

For questions, please contact Paul Richardson at [Paul.Richardson@CommonSpirit.org](mailto:Paul.Richardson@CommonSpirit.org)

**Thank you for your generous gift!**