

SECC Authorization Form

Account# _____
(office use only)

Name (Prefix) _____ Last _____ First _____ MI _____
Social Security Number _____
Work Phone _____
E-mail Address _____

State Agency Name AND Number _____
Dept. / Unit # / Facility / Location _____
County _____
SECC Coordinator's Name _____ SECC Coordinator's Phone _____

ACKNOWLEDGEMENT:

Select **ONLY ONE** of the following options if you wish to receive acknowledgement for your gift. If you select both options, only option #2 will be given effect.

- ☐ I wish my gift (but not the amount) to be acknowledged by the charity(ies) I have designated. (HOME ADDRESS REQUIRED)
- ☐ I wish the amount of my gift to be acknowledged by the charity(ies) I have designated. By choosing this option, I understand the amount of my gift becomes public information. I expressly waive confidentiality and authorize the release of information indicating the amount of my gift. (HOME ADDRESS REQUIRED)

Home Address (REQUIRED) _____

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).

IMPORTANT ... The subtotal of the three charitable groups (1+2+3) MUST MATCH the amount in either the "TOTAL MONTHLY GIFT" box or the "TOTAL ONE-TIME GIFT" box.

first two digits must match	first two digits of all charities within this group must match	first two digits must match	first two digits of all charities within this group must match	first two digits must match	first two digits of all charities within this group must match
<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>
<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>
<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>
<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>
<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>	<div>Charity Code</div>
<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>	<div>Gift Amount</div>
CHARITABLE GROUP SUBTOTAL #1 \$		CHARITABLE GROUP SUBTOTAL #2 \$		CHARITABLE GROUP SUBTOTAL #3 \$	

PAYMENT OPTIONS ... please select one:

- ☐ **PAYROLL DEDUCTION**
(complete authorization below)

TOTAL MONTHLY GIFT
(total of 3 group subtotals above)

\$ _____

X

PAY PERIODS PER YEAR

12

=

TOTAL ANNUAL GIFT
(total monthly gift x 12 pay periods)

\$ _____

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 ... minimum donation per charitable group is \$2:

Refer to the SECC directory for your selected charities' six-digit charity codes and enter them in the charitable group boxes. **FIRST TWO DIGITS OF ALL CHARITIES WITHIN A GROUP MUST MATCH.**

Enter the "GIFT AMOUNT" for each Charity Code.

0 5 4 0 6 6 → \$ 2.00	3 3 0 0 0 0 → \$ 2.00	4 6 0 0 0 0 → \$ 2.00
Charity Code	Charity Code	Charity Code
0 5 0 5 0 4 → \$ 5.00	3 3 0 4 2 6 → \$ 6.00	→ \$
Charity Code	Charity Code	Charity Code
0 5 4 0 0 6 → \$ 3.00	→ \$	→ \$
Charity Code	Charity Code	Charity Code
Charitable Group Subtotal #1 \$ 10.00	Charitable Group Subtotal #2 \$ 8.00	Charitable Group Subtotal #3 \$ 2.00

PAYMENT OPTIONS ... please select one:

☐ **PAYROLL DEDUCTION**
(complete authorization below)

TOTAL MONTHLY GIFT
(total of 3 group subtotals above)
\$ 20.00

PAY PERIODS PER YEAR:

12

TOTAL ANNUAL GIFT

\$ 240.00

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

The subtotal of the three charitable groups (above) **MUST MATCH** the amount in either the "TOTAL MONTHLY GIFT" box or the "TOTAL ONE-TIME GIFT" box.

☐ **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

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