

Emergency Response: Ukraine Crisis Relief

Authorization Period: March 8-28, 2022

Forms due by 5:00 p.m. March 28, 2022

Send signed and completed form to **employeeegiving@kingcounty.gov**
or interoffice to the Employee Giving Program CNK-HR-0231

EMPLOYEE INFORMATION

Name

Employee ID (refer to paystub)

Department

Division

Email

Mailstop/Worksite

Phone Number

DONATION OPTIONS – please note **e-check** and credit card may be done on the website www.kingcounty.gov/giving
☐ **PAYROLL** one-time payroll donation - 2022 Tax Event
Payroll Distribution:

KCEGP Code

Organization

One-time Donation Amount

3500 Global Impact – Ukraine Response Fund

\$

4172 Médecins Sans Frontières/Doctors Without Borders

\$

9385 Ukrainian Community Center of Washington

\$

☐ **TIME DONATION** vacation or compensatory hours - 2022 Tax Event

Please donate the net cash value of:

4 hrs. min; 40 hrs. max unless use-it-or-lose it leave; and whole values only

_____ Hours of Vacation Time

_____ Hours of Comp Time

_____ TOTAL hours

Time Donation Distribution:

KCEGP Code

Organization

Hours Per Org

3500 Global Impact – Ukraine Response Fund

4172 Médecins Sans Frontières / Doctors Without Borders

9385 Ukrainian Community Center of Washington

SIGNATURE

I confirm that all the information I have entered is correct to the best of my knowledge. If I opted for a time donation, I hereby authorize King County to deduct the amount shown above from my hours and convert it into a payroll deduction and if I opted for payroll donation I hereby authorize King County to deduct the amount shown above from my pay. I understand this authorization applies only to the emergency event listed above. The organizations and federations participating in the King County Employee Giving Program do not provide goods or services in whole or partial consideration for any donations received via this form.

Signature

Date

THIS SECTION FOR EGP STAFF

ETR:

TY:

LG:

RCN:

Notes:

Employee Giving Program

Emergency Response Pledge Form Information

General

In compliance with King County Code 3.12.222 and 3.36 the King County Executive has established a period during which benefit eligible King County employees may authorize time and payroll donations to up to three Employee Giving Program nonprofits, chosen by the Executive, in response to the emergency effort listed above.

Each person's exact tax situation is unique; please consult with your tax advisor if you have questions. Please make a copy of this pledge form for tax purposes and your last pay stub of the year. Regardless of how you give, you are making a world of difference in our communities.

Donations are fully tax deductible as allowed by law. Per King County Code, participating nonprofits share in the costs of the program. For emergency responses that share is 5% of donations. Learn more here: www.kingcounty.gov/giving

Rules for One-Time Payroll Donations

- Minimum donation is \$5.00.
- Payroll Donations are a 2022 Tax Event.
- Limited to nonprofits listed above.

Rules for Time Donations

- Convert vacation hours and/or accumulated compensatory hours to cash and authorize a payroll deduction.
- Vacation and/or compensatory time hours are limited to the employee's accrued vacation and/or accumulated compensatory time balances at the time the donation is processed.
- The time will be converted to cash at the employee's regular hourly rate of pay at the time they are processed.
- Donations are subject to Department Director approval.
- Donations will be processed in single special payroll run after the close of the authorization period.
- Minimum donation is 4 hours. Maximum donation is 40 hours, unless you have excess (use-it or lose-it) vacation time - then you may give the excess.
- Limited to the nonprofits listed above.
- Under Federal Law, time Donations are income and therefore they will be treated as such. It is the NET cash value after all mandatory withholdings that will be considered the donation. **Please note:** Time donations are usually taxed at a different rate than your usual paycheck. If you have any questions about this, please contact the EGP for further clarification. You will receive a pay stub and a letter of receipt detailing the net cash value of the time donated.