

Commonwealth of Virginia Campaign Pledge Card

Not needed if donating online or by direct giving.

Please print

Employee's Last Name, First Name		Agency Name		Agency Code	District/Unit Code (if used)																				
Employee ID#		Email address			Phone number																				
Payroll Deduction Gifts <i>Select one of the following</i>		Total Annual Gift		Credit Card Gifts																					
\$_____ per pay period x 24 pays (paid semi-monthly)		\$		Total Gift	\$																				
\$_____ per pay period x 26 pays (paid bi-weekly)		\$		Name on Card																					
\$_____ per month x 9 months OR (academic 9 month)		\$		Card Number																					
\$_____ per month x 12 months (academic 12 month)		\$		CC# on back																					
				Expiration Date																					
Gift Designation A complete list of eligible charities may be found at www.cvc.virginia.gov/charitysearch.html or contact your CVC agency representative for a printed directory.				Acknowledgement																					
<input type="checkbox"/> I do NOT wish to designate my gift to a specific charity.				<input type="checkbox"/> Please share my gift amount, name and address.																					
<input type="checkbox"/> I wish to designate my gift to the following specific charities:				_____ Street																					
<table border="1"> <thead> <tr> <th>CVC Code #</th> <th>Annual Gift</th> <th colspan="2">Charity Name</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$</td> <td colspan="2"></td> </tr> </tbody> </table>				CVC Code #	Annual Gift	Charity Name			\$				\$				\$				\$			_____ City State Zip	
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	\$																								
	\$																								
	\$																								
	\$																								
				<input type="checkbox"/> I wish my gift to remain anonymous.																					
				Authorization By signing below, I authorize this gift to the CVC.																					
				_____ Signature of Donor Date																					

See the back of the pink copy for directions for completing this form.

White Copy-To Processing Center

Revised July 2014

Yellow Copy-To Payroll officer by Jan 5

(for Payroll Deduction Gifts Only)

Pink Copy-To Employee

(for tax purposes)

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Guide for completing your CVC Pledge Card

Thank you for your gift to a CVC charity. All CVC charities are carefully reviewed and meet strict financial guidelines. 100% of your designated gift goes to the charities you choose. Charities that are part of a federation may pay a small fee to their federation for administrative services. Non-designated gifts cover the administrative costs of the campaign; remaining non-designated funds at the end of the year are distributed among charities receiving designated gifts that year and/or are used to offset the loss from unfulfilled pledges.

Promptly give the **yellow and white copies** of your pledge card to your agency CVC coordinator. For tax purposes, keep the **pink copy** of your pledge card plus either your canceled check, end of year pay stub or credit card bill.

GENERAL DIRECTIONS

1. Please print neatly.
2. You do not need to complete a paper pledge card when making a donation through the Employee Direct Online Giving System or for a Direct Give donations.
3. Your agency name can be abbreviated. Your agency code is a 3-digit code. If you do not know your agency code or if your agency uses district or unit codes for CVC reporting, ask your CVC coordinator.
4. Please use the online directory or the current year paper directory when selecting your charities. Not all charities participate each year.
5. For secure, same day processing of gifts made via credit card, please consider using EmployeeDirect. For credit card gifts to be used for the same year tax reporting, the transaction must be processed online by December 31 or sent to the CVC Processing center by Dec. 20 .
6. When making a gift by payroll deductions, the first deduction will occur in the first pay period of the new year and the yellow copy of this form must be received by your payroll office by December 20.
7. If you start your payroll deduction giving after the first pay period of the year, please verify the number of remaining pay periods in the campaign year with payroll to ensure your annual gift is calculated properly.
8. If you are paid twice a month (semi-monthly), be sure to select the section for 24 pay periods.
9. If you are paid every two weeks (bi-weekly), be sure to select the section for 26 pay periods.
10. If you work an Academic 9-month or 12-month schedule, be sure to make that proper selection.
11. Designation of Gifts – If you enter a CVC code and amount, 100% of that donation goes to your chosen charity. If you do not designate, the gift will support the campaign and offset unfulfilled pledges.
12. Please sign your pledge card for credit card or payroll deduction gifts to authorize your donation.
13. If you wish to be acknowledged by your charities, please neatly print your mailing address information. Charities have until April 10th to acknowledge gifts when requested. If you donate more than \$250, you will receive a separate acknowledgement.
14. Save the pink copy of this form for your records and file it for future reference and tax purposes. If giving by check, save a copy of the cancelled check. If giving by credit card, save a copy of the credit card bill for the month the gift was processed. If giving by payroll deduction, save a copy of the last pay stub of the calendar year to show that you fulfilled your pledge.
15. Providing your email address and phone number is helpful in the event you select a charity not in the campaign or the form is unreadable and CVC needs to contact you.

If you donate directly to a CVC charity during the year, be sure to notify your CVC Coordinator so that it can be counted in your agency total.