



Employees All In Campaign  
*Give from the heart*

## CONTRIBUTION FORM

Thank you for your donation! Please submit your completed form to Eskaton Foundation via inter-office mail. You may also fax your form to (916) 338-1248 or email it to [brenda.widrin@eskaton.org](mailto:brenda.widrin@eskaton.org). If you have any questions, please contact Erica Pope at (916) 334-0810.

Name: \_\_\_\_\_ Title/Eskaton Location: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

### GIFT DESIGNATION (Select only one):

- |   |  |
|---|--|
| <input type="checkbox"/> This gift will help seniors where I work | <input type="checkbox"/> Therapeutic Music Program |
| <input type="checkbox"/> Employee Emergency Assistance Fund       | <input type="checkbox"/> Other _____               |
| <input type="checkbox"/> Where the need is greatest               |  |

### GIVING OPTIONS:

- Payroll Deduction** – Deductions will begin the first pay period of the month following the date next to your signature and will continue until you request a change in writing.
- |  |  |
|--|--|
| <input type="checkbox"/> \$1.00 per pay period | <input type="checkbox"/> \$20.00 per pay period  |
| <input type="checkbox"/> \$3.00 per pay period | <input type="checkbox"/> \$ _____ per pay period |
| <input type="checkbox"/> \$5.00 per pay period |  |
- Check** enclosed in the amount of \$ \_\_\_\_\_ is made payable to Eskaton Foundation.
- Credit Card** Please charge a one-time gift of \$ \_\_\_\_\_ to my  Visa  Master Card  Amex  
Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- PTO** Please fill out back side of form

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**THANK YOU!**



Employees All In Campaign  
*Give from the heart*

## PAID TIME OFF (PTO) DONATION FORM

### PAID TIME OFF (PTO) DONATION ELECTION INFORMATION

I request to make the following PTO donation election to Eskaton Foundation. I understand that:

- 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.
- PTO donations are deducted only from the last paycheck of each quarter of the calendar year (March, June, September and December).
- Any ongoing PTO donation election will be in effect until discontinuance is requested by me in writing.

**PTO Hours Donated** (donations must be made in one-hour increments and are converted to cash):

- A one-time donation of \_\_\_\_\_ PTO hour(s).
- An ongoing donation of \_\_\_\_\_ PTO hour(s) per month (processed quarterly).

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PTO donations to Eskaton Foundation are tax deductible to the fullest extent allowed by law. Eskaton Foundation does not provide goods and services in consideration for contributions.

Submit complete form to **Eskaton Foundation via inter-office mail or fax to Brenda Widrin at (916) 338-1248**. To specify a change in an ongoing PTO donation, please complete a new form and submit to Eskaton Foundation.

**THANK YOU!**

(10/04/16)