



## How to donate using a pledge form

### **STEP 1: Print/Enter your name, State Agency or UW Division and Unit at the top of the pledge form.**

For the 2020 campaign, the pledge forms will not be personalized. Please complete this information when filling out your form so your gift is correctly attributed to your agency or division/unit.

### **STEP 2: Choose your charity or charities.**

You can decide how your contribution is allocated by directing your gift to any combination of umbrella groups, individual charities, or the overall campaign. You may use any combination of options A, B, and C.

- Use the “A” boxes on the pledge form to contribute to one or more umbrella group(s). Specify the total annual amount in the appropriate boxes.
- Use the “B” boxes to contribute to specific charities. For each charity, write the code number (indicated next to the charity’s name in the booklet) and the total annual amount of your gift in one of the blank boxes. Use an additional pledge form if you wish to designate contributions to more than 12 individual charities.
- Use the “C” box to make a general contribution to benefit all umbrella groups and their member charities.

### **STEP 3: Choose your method(s) of payment**

Use Line 1 for a Payroll Contribution: Contributions will begin with the first pay period of January 2021. (Turning in your form late may affect the January contribution.)

Specify the amount to be contributed each pay period of the year and multiply by the number of pay periods that you wish to contribute and fill in the total. The minimum contribution per pay period is \$1.

- If you are a State employee, the maximum number of pay periods is 26 if you are paid biweekly, and 12 if you are paid monthly.
- If you are a University or UW Health employee, the maximum number of pay periods is 26 if you are paid biweekly, and 12 if you are paid monthly.

### **You must sign and date this line of the pledge form to authorize a payroll contribution.**

Line 2: Check Donation. Fill in the amount in the total. Make checks payable to Partners In Giving Campaign or State Employees Combined Campaign.

Line 3: Complete the Total Donation line by adding the amounts in Step 3 (must equal the total of all amounts in Step 1 and 2).

### **STEP 4: Complete Name Release/Acknowledgement**

Clearly print your name, street address, city, and ZIP code. Unless you check the box asking the campaign NOT to release your name, your name and address will be provided to your designated charity or charities and their associated umbrella groups for acknowledgement of your gift. It is possible a charity or umbrella could publish your name as a donor.

NOTE: Please make a copy of the form for your records. If you need a copy of your pledge form, call the Partners In Giving fiscal agent at 608-246-4350.

### **STEP 5: Mail or email your completed pledge form**

Completed paper forms and checks, if applicable, should be mailed to:

Partners In Giving  
PO Box 7548  
Madison, WI 53707-7548

Or, if you’ve completed your pledge form electronically, you may email the completed form to [PartnersinGiving@uwdc.org](mailto:PartnersinGiving@uwdc.org) (don’t forget to also mail your check if you’ve elected to give by check).