

GREAT FUTURES START HERE.



Payroll Deduction for GREAT FUTURES

We're proud to support the Boys & Girls Club of Erie County. Help us open the door to great futures for young people by making an investment TODAY!

Payroll deduction is the most convenient way to contribute to the Boys & Girls Club of Erie County. Payroll deduction benefits employees because it eliminates the expense of writing and mailing personal checks to the Boys & Girls Club of Erie County and allows donations to be spread throughout the year.

Payroll Deduction – Employee Information

First Name	Middle Initial	Last Name	

Work Phone	Cell Phone	Email Address	

Home Street Address	City	State	Zip Code

Employee Department _____			
I authorize the following deduction as a contribution to the Boys & Girls Club of Erie County, a non-profit 501(c)(3) organization. EIN 83-0306118			
\$ _____ per pay period			
Signature _____		Date _____	

Return the above to the payroll department or designated employee.

Employee, retain this portion for your records.

Pledge Receipt

Name _____

Amount _____ Date _____

Donation to the Boys & Girls Club of Erie County, a non-profit 501(c) (3) organization.
EIN 83-0306118.

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How to Set Up Payroll Deductions

Payroll deduction is an easy and convenient way to contribute to the Boys & Girls Club of Erie County. Payroll deduction benefits employees because it eliminates the expense of writing and mailing personal checks to the Boys & Girls Club of Erie County and allows donations to be spread throughout the year.

Payroll Deduction Plan Set Up:

1. Forward copies of signed pledge forms, where gifts are made by payroll deduction to your payroll department. Originals are sent to the Boys & Girls Club of Erie County's Administrative Office (PO Box 626, Sandusky OH 44871).
2. Enter the pledges of all employees who authorize payroll deduction into your payroll system.
3. Begin deducting the authorized amount from the employee's payroll on January 1 of the calendar year.
4. If your organization uses an automated payroll service, simply set up an additional deduction code.
5. If your organization does not use an automated payroll service, simply deduct the authorized amount from your employee the way you would other deductions.
6. Typically, payroll pledges run from the beginning of January to the end of December, but exceptions can be made and facilitated if needed. For first-time campaigns, exceptions can be made immediately by contacting the Boys & Girls Club of Erie County with the total pledge amount for each employee so we can enter pledges to cover the year involved.
7. Please be prepared to respond to any pledge or payment inquiries from the Boys & Girls Club of Erie County or its auditors.

Payroll Deduction Remittances

1. It is your responsibility to reconcile the payroll account and remit the total amount of employee deductions for each pay period.
2. Payroll remittances can occur weekly, monthly, or quarterly, however monthly is preferred for tracking purposes.
3. When regularly forwarding payroll deductions to the Boys & Girls Club of Erie County, please send them to: Boys & Girls Club of Erie County, PO Box 626, Sandusky OH 44871. Please include a spreadsheet with the following information: name of employee, amount each employee is contributing in the remittance period, and address of employee (for receipt purposes). Spreadsheets can either be mailed or emailed to Lisa.Dudukovich@bgcsandusky.org.
4. Payments can be made via check directly to our office or electronically (please contact us directly for information on electronic payments).

Tax Receipts

Employees who donate through payroll deduction systems are entitled to a tax receipt at the end of the year, reporting their charitable donations for that year.

The Boys & Girls Club of Erie County will issue tax receipts for each employee payroll donor, however a written request must be provided by December 15 of that year, indicating your organization would like to receive tax receipts for employee payroll deductions. Tax receipts will be produced and mailed to your organization for internal distribution unless otherwise requested. Tax receipts will be issued by the end of February.

Questions

Please contact: Lisa Dudukovich, Executive Director at Lisa.Dudukovich@bgcsandusky.org or 419-624-9250.