

# SECC Higher Education Authorization Form

Account# \_\_\_\_\_  
(office use only)

... or you can give online at [secctexasgiving.org](http://secctexasgiving.org)

Name — Prefix Last First MI

University

Mailing Address

College or Division

City / State / ZIP

Department

E-mail Address

Work Phone

## RECOGNITION & ACKNOWLEDGEMENT OPTIONS ... please select ONE:

NOTE: The names of leadership-level donors will be publicized annually by the SECC, unless the 'DO NOT ACKNOWLEDGE' option is selected below.

- DO NOT ACKNOWLEDGE** my gift, either in writing or with any form of personalized recognition/thanks.
- I request acknowledgement of my gift **via EMAIL** ... (to honor this request, your email address must be furnished — above)
- I request acknowledgement of my gift **via U.S. MAIL** ... (to honor this request, your home mailing address must be furnished — below)

Home Mailing Address

City

Zip

## HOW I WISH TO DISTRIBUTE MY GIFT ... minimum donation per charitable group is \$2:

DESIGNATED GIFTS: **EACH CHARITY HAS A SIX-DIGIT CODE**; the first two digits correspond to its charitable group. To designate one or more charities or federated groups that appear in the directory provided, fill in the charity or federation six-digit identification number(s) and dollar amount(s).

**VERY IMPORTANT: The total of all GIFT AMOUNT boxes (below) must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.**

Charity Code




Gift Amount

Charity Code




Gift Amount

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Gift Amount

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Gift Amount

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Gift Amount

Charity Code




Gift Amount

## PAYMENT OPTIONS ... please select ONE:

- PAYROLL DEDUCTION**  
(complete authorization below)

**TOTAL MONTHLY GIFT**  
(total all Gift Amount boxes above)

\$ \_\_\_\_\_

X

PAY PERIODS PER YEAR:

9  12

=

**TOTAL ANNUAL GIFT**  
(Total Monthly Gift x Pay Periods)

\$ \_\_\_\_\_

AUTHORIZATION FOR PAYROLL DEDUCTION — I voluntarily authorize the monthly deduction from my after tax wages for a charitable contribution as indicated above. I understand that this authorization automatically expires with the November pay period of each year. I also understand that I may revoke this authorization at any time by giving my payroll office written notice. I have read and understood the "Distribution of Your Contribution" information on the back of this form.

Employee ID Number

Employee Signature

Date

- ONE-TIME GIFT (CASH or CHECK)** ... attach; make check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN.

**TOTAL ONE-TIME GIFT**  
(total all Gift Amount boxes above)

\$ \_\_\_\_\_

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\$ \_\_\_\_\_

**EXPIRATION OF PAYROLL DEDUCTION ...** If you are paid once each month, this authorization expires with the pay period ending November 30 of next year. If you are paid twice monthly, this authorization expires with the pay period ending December 15 of next year. If you are paid every other week by an institution of higher education, this authorization expires with the 25th consecutive payroll period after the start of the campaign year.

**DISTRIBUTION OF YOUR CONTRIBUTIONS:**

• **Undesignated Contributions**

Undesignated contributions will be divided by all participating organizations in your campaign area according to the formula in the SECC directory.

• **Designated Contributions**

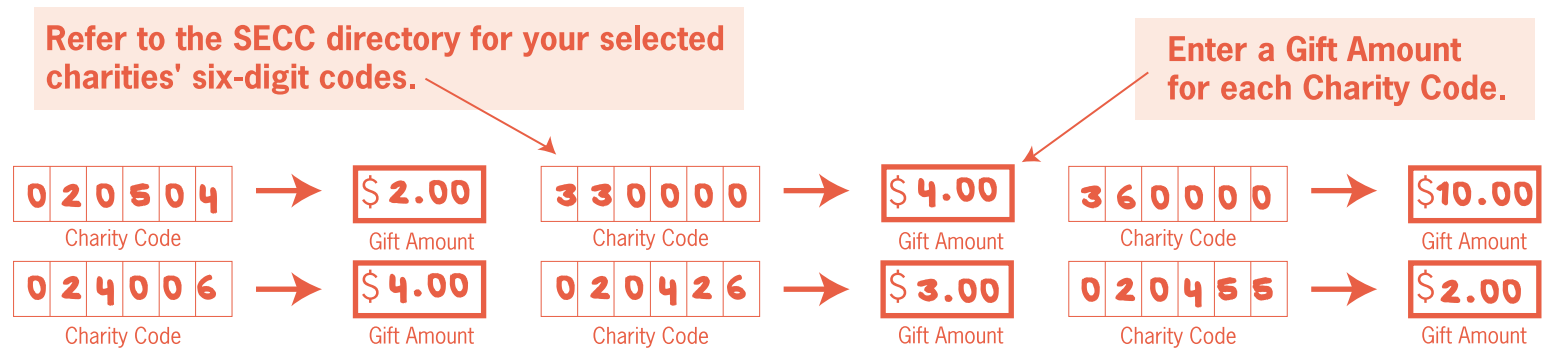
You may require a statewide federation or fund or local campaign manager to distribute your contribution to particular charitable organizations by entering their six-digit charity codes. **You may designate to charities within three charitable groups, or designate up to six charities within a single charitable group.** These distributions will be based on the percentage method, which ensures that all organizations share losses from resignations, retirements, revocations of deductions authorizations or other causes, proportionally. A separate percentage is derived for each charity's proportion of all campaign contributions, and this percentage is used to distribute contributions thereafter. As a result, the total amount pledged to an organization through payroll deduction probably won't match the dollar-for-dollar that organization was designated. If you would like a full description of this method, refer to 34 Tex. Admin. Code Section 5.48(j)-(k).

To designate your contribution to organizations in other regions of Texas, consult your SECC directory for the area's local campaign manager.

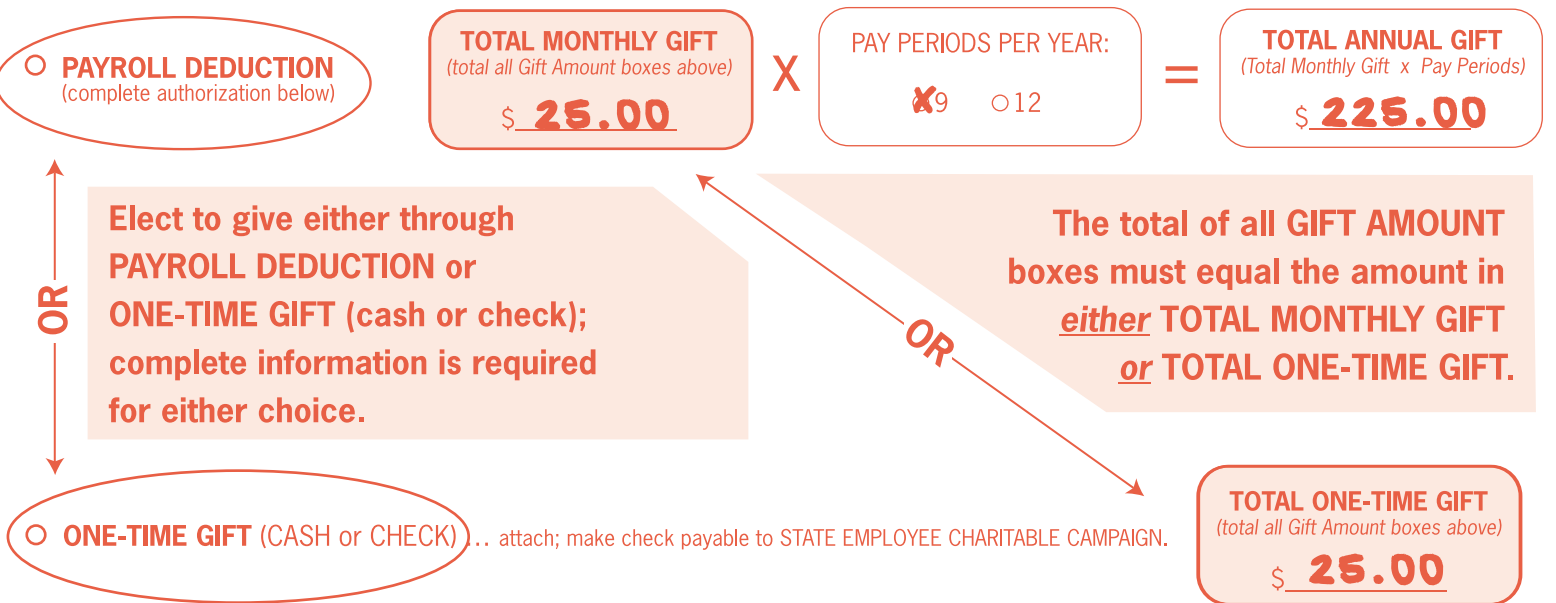
**IRS STATEMENT ...** In compliance with tax law, your contribution is fully deductible unless you receive a gift in conjunction with your donation. For tax deduction purposes, the IRS requires that the fair-market value of any "premium" received be subtracted from your payment amount.

**CANCELLATION ...** If you find it necessary to cancel your pledge during the year, please notify your payroll office in writing.

**SAMPLE DESIGNATIONS ... (NOTE: minimum donation per charity is \$2):**



**HOW TO COMPLETE PAYMENT OPTIONS:**



**THANK YOU FOR YOUR SUPPORT ... visit [www.secctexas.org](http://www.secctexas.org) for more information.**