

# FREQUENTLY ASKED QUESTIONS

- How do I submit one-time payments at the conclusion of the campaign?
  - *At the conclusion of the campaign, department coordinators should prepare the Pledge Summary and Campaign Information Forms. The forms should then be submitted, along with the applicable cash and checks, in-person to the Division of Finance.*
- Why isn't the charity I want to donate to listed on the master list of charities?
  - *If a charity is not on the list, that means they have not applied to participate in the USECF. While employees may not be able to donate to that charity this year, the charities may apply to participate in next (and subsequent) year's campaigns. Write-in charities will not be accepted this year.*



# FREQUENTLY ASKED QUESTIONS

- My donations from last year are showing up for this year. What if I don't want to donate to the same organizations?
  - *This typically occurs after an employee checks the "I want to copy last year's contributions into this year." Ensure this box is not checked when entering your contribution. You can then scroll down to enter the charity codes for the organizations you want to donate to this year.*
- How do I know if I'm finished and my donations were processed and completed?
  - *The main way to know your donation is complete is when you receive your receipt page after submitting your donation. If you cannot remember or did not print your receipt page, your department coordinator can check the "Completed Contributor Donations" report on the USECF website.*



# FREQUENTLY ASKED QUESTIONS

- **When will the payroll donations I'm submitting be withdrawn?**
  - *If an employee chooses to donate through payroll deduction, the deductions will occur from January 2015 through December 2015.*
- **Is there a way to get an official receipt from the charity an employee donated to in order to claim a tax deduction?**
  - *Unfortunately, this is not possible as checks sent to the charities are inclusive of all employee pledges designated to that charity. For the purposes of tax deductions, employees can use the last payroll statement of the previous year, which will show the entire amount contributed to charities.*
- **If I didn't print my receipt when I donated, can I still get one?**
  - *Prior to the close of the campaign, the department coordinator can reset an employee's record so they can re-enter the donation and print his/her receipt. Unfortunately, data is no longer available for printing after the campaign officially closes.*

