

SELECTING CONTRIBUTION TYPE

- After logging in, you can select to contribute through payroll deduction or a one-time contribution

The screenshot shows a web page titled "Utah State Employee's Charitable Fund" with a "wjob" logo in the top left and the Utah State seal in the top right. The main heading is "Pledge and Payroll Deduction Form". Below this is a "Welcome" section with a text box containing the message: "We appreciate you taking the time to fill out your annual charitable donation pledge." The "Select Your Contribution Type" section contains two radio button options, each circled in blue. The first option is "Payroll Deduction Contribution" with the description: "This contribution type allows you to have the contribution taken out of your payroll each pay period." The second option is "One Time Contribution" with the description: "This contribution type will present you with a receipt which you will need to include with your cash or check donation to be given to your department's Charitable Donations Representative." At the bottom of the page, it says "© Copyright 2007 State of Utah" and "Version 1.1.0.48".

Payroll Deduction

One-Time Contribution



PAYROLL DEDUCTION

- Payroll deduction contributions are taken out of your payroll each pay period during the upcoming calendar year

- **Payroll Deduction Contribution**

This contribution type allows you to have the contribution taken out of your payroll each pay period.

- After donating, your receipt will show your donation is deductible for the upcoming year
- If you select this option, you will be able to see what the annual donation amount will be, as well as what the deduction per paycheck will be

Annual Donation Amount*	Deduction Per Paycheck*
\$321.10	\$12.35



ONE-TIME CONTRIBUTION

- A one-time contribution is given by check or cash and needs to be turned in to your department coordinator

- **One Time Contribution**

This contribution type will present you with a receipt which you will need to include with your cash or check donation to be given to your department's Charitable Donations Representative.

- After selecting this donation option, you will need to give your cash or check, along with a copy of your receipt, to your division solicitor or department coordinator
- One-time contributions are deductible for the current tax year

