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. Those distributions will be based on the percentage method, which ensures that all organizations share losses from resignations, retirements, revocations of deduction 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 the organization was designated. If you would like a full description of this method, refer to 34 Tex. Admin. Code Section 5.48(c)(4).

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):

Refer to the SECC directory for your selected charities’ six-digit codes.

<table>
<thead>
<tr>
<th>Charity Code</th>
<th>Gift Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>020504</td>
<td>$2.00</td>
</tr>
<tr>
<td>024006</td>
<td>$4.00</td>
</tr>
<tr>
<td>330000</td>
<td>$4.00</td>
</tr>
<tr>
<td>020426</td>
<td>$3.00</td>
</tr>
<tr>
<td>360000</td>
<td>$10.00</td>
</tr>
<tr>
<td>020455</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

Enter a Gift Amount for each Charity Code.

HOW TO COMPLETE PAYMENT OPTIONS:

- **PAYROLL DEDUCTION** (complete authorization below)

  Elect to give either through PAYROLL DEDUCTION or ONE-TIME GIFT (cash or check); complete information is required for either choice.

  The total of all GIFT AMOUNT boxes must equal the amount in either TOTAL MONTHLY GIFT or TOTAL ONE-TIME GIFT.

- **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) $26.00

  TOTAL MONTHLY GIFT (total all Gift Amount boxes above) $25.00

  X PAY PERIODS PER YEAR: 12

  = TOTAL ANNUAL GIFT (Total Monthly Gift x Pay Periods) $225.00

THANK YOU FOR YOUR SUPPORT ... visit www.sectx.texas.org for more information.