

PTO and Payroll Deduction Donation Form

Choose one or both opportunities for giving.

Please submit by Monday, December 4, 2023
Email laura.miller@rogersbh.org.



Donor Information:

Name (first and last):

Home address:

City, state, zip:

Email:

Mobile phone:

Rogers' location:

Department number:

Department/program name:

Authorization

Typing your name serves as your electronic signature and signifies your acceptance of the terms of this PTO and Payroll Deduction Donation Form.

Employee signature:

Date:

PTO Donation:

- **Minimum PTO donation is 4 hours.** Maximum PTO donation is 40 hours.
- Minimum balance of 80 hours of PTO is required in your PTO bank **prior** to donation.
- Minimum balance of 40 hours of PTO is required in your PTO bank **after** donation.
- You may not donate a specified number of hours per pay period.
- Employees will not accrue PTO on their PTO donation.
- Only employees who are allowed to roll PTO hours into the following year are eligible to make PTO donations (includes all non-contracted employees).

I wish to authorize _____ hours of PTO from my account.

Your PTO hour donation will be converted into cash and applicable taxes and withholdings will be applied as required by law. The after-tax amount is your tax-deductible contribution amount. In January you will receive a letter from the Foundation stating your contribution for your 2023 tax records.

Payroll Deduction Donation:

- **Minimum of \$10 per paycheck.** To calculate your total annual giving, multiple your giving amount by 26.
- Deductions will begin in January of 2024.
- Deductions will be taken until you notify the Foundation to stop. Email infofoundation@rogersbh.org.

I wish to authorize a deduction of \$ _____ from each payroll check.

Gift Designation

Please designate my gift (Choose **one** area of support):

- | | |
|------------------------------|----------------|
| General (where needed most) | Spiritual Care |
| Patient Care Grants | Angel Fund |
| Canine Assisted Intervention | |