

# HERO EMPLOYEE GIVING CAMPAIGN



# HERO

Helping Employees Reach Others

# PAYROLL DEDUCTION FORM

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

I would like to give anonymously

### DONATION ELECTION

 I request to make the following donation election to Mercy Foundation:

Ongoing payroll deduction of:

\$5     \$10     \$15     \$20     Other \$ \_\_\_\_\_

Hour PTO    Number of Hours (minimum 1 hour): \_\_\_\_\_

### I WOULD LIKE MY GIFT TO BENEFIT

 Priority Project (Current Focus)

- Area of Greatest Need       Mother/Baby
- Cancer Center                 Mission in Action (to serve fellow employees)

*Please select only 1 designation. If you would like to give to multiple areas, a new form is required for each additional designation. All individual gifts must be \$5 or more whether one-time or reoccurring.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

*I understand that, for whatever reason, should I cease to be an employee of Mercy Medical Center Merced or should I no longer be able to fulfill my commitment due to personal circumstances, I am not obligated nor will be held accountable to fulfill this commitment. Any ongoing donation election will be in effect until discontinuance is requested by me in writing. Donations to CommonSpirit Health-affiliated fundraising entities are tax-deductible to the fullest extent allowed by law. CommonSpirit Health-affiliated fundraising entities do not provide goods or services in consideration for contributions by payroll deduction.*

### CONTRACT EMPLOYEE/NURSING STUDENT ONLY

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

*I was referred to the HERO Campaign by:* \_\_\_\_\_

### DONATION ELECTION

One time donation (\$5 minimum required) by:     Cash     Check

\$ \_\_\_\_\_ *Please make checks payable to Mercy Foundation.*

Credit Card:

To make a one time or monthly donation by credit card, please visit our Employee Giving webpage by scannig the QR code or visit [supportmercymerced.org/ways-to-give/employee-giving-](http://supportmercymerced.org/ways-to-give/employee-giving-)



# HERO EMPLOYEE GIVING CAMPAIGN

 **Mercy Medical Center**  
Merced Foundation.  
A Dignity Health Member

# HERO

## Helping Employees Reach Others

# WAYS OF GIVING

### **PAY PERIOD DONATION:**

You can choose to set up an ongoing payroll deduction of regular pay or PTO. There is a 1 hour minimum PTO donation per designation pay period.

### **CONTRACT EMPLOYEES:**

Cash, check, or credit card donations or monthly donations using your credit card. Contact the Foundation to arrange a monthly donation plan.

### **ONE TIME DONATION:**

You can give a one time donation by cash, check, credit card, or through payroll deduction of regular pay or PTO.

*\* Please note on all PTO donations: I understand that (1) In order to donate the PTO hours elected, I must have a minimum of 80 hours in my PTO account at the time I make this election. If there are insufficient hours to cover my election, no donation will occur. (2) PTO donations are subject to all applicable payroll taxes and will be reported as wages on my IRS W-2 form in the calendar year in which the PTO hours are donated.*

Send your completed form to the Foundation office through department mail or to:

### **Mercy Foundation Office**

2740 M Street  
Merced, CA 95340  
Telephone: 209.564.4200  
Fax: 209.564.4220

**HOURS**  
Monday - Friday  
8:00 a.m. - 4:30 p.m.

### **Questions? Contact:**

Camie Chew  
Annual Giving Coordinator  
Camera.Chew@commonspirit.org

Visit the Employee Giving website  
by scanning the QR code ---->



# Q&A

### **Why is employee participation important?**

As an employee, you are our most valuable asset – both for the job you do and for your support of Mercy Medical Center. Employees who give inspire others to give, not only your fellow employees but the community at large.

### **How much of my dollar actually goes to the program or service provided?**

100% of your gift to the Foundation goes toward enhancing equipment, programs, and services at Mercy.

### **I am on a tight budget, how can I afford to give?**

Every gift counts. Even a modest gift per pay period helps provide vital services to people in need in our community. By giving through payroll deduction, you can spread your gift throughout the year.

### **Is my gift tax deductible?**

Yes. Contributions to the Mercy Foundation are tax deductible to the full extent of the law. You will receive an end-of-year statement for your tax records.

### **I am a contract employee, how can I give?**

You can still donate to the Foundation as a contract employee. You can give a donation by cash, check, or set up a monthly donation schedule with your credit card.

### **Can I change my deduction at any point in time?**

Yes, you may change or stop payroll deductions at any time. If you would like to increase or decrease the amount of your gift, you will need to complete a new contribution form. To receive a new contribution form, please contact the Foundation Office. If you wish to discontinue payroll deduction, please notify the Mercy Foundation in writing. Changes to your payroll deduction will start in the month following your request.