UIC CAMPUS CHARITABLE FUND DRIVE INFORMATION
Charitable Giving at UIC - http://www.hr.uic.edu/paychecksinfo/charitable/

PLEDGE FORM INSTRUCTIONS
The 2015 form is fillable, for employees to type directly on the PDF. The form may also be printed and completed by hand.

1. TOP SECTION
   Complete ALL requested information (including UIN)

2. PAYROLL DEDUCTION
   (a) A minimum of $2 per designation.
   (b) To enroll or add new payroll deductions, please check “add new payroll deductions.” Type/write the charity code number (and sub-codes if applicable) and the amount to designate per pay period.
   (c) If you are already on continuous payroll deduction and would like to continue the current donation, no form is necessary as deductions automatically roll over unless requested otherwise.
   (d) If you are already on continuous payroll deduction and would like to change, increase, or decrease the current donation, check “discontinue all present deductions and replace with those listed below.” Type/write the new charity code and the new total amount to donate per pay period in the spaces indicated.
   (e) If you wish to discontinue any or all present deductions, check “discontinue all present deductions” or specify which ones to discontinue.
   (f) Additions or changes to payroll deductions can be made at any time throughout the year.

3. PAYROLL DEDUCTION SIGNATURE
   For all PAYROLL DEDUCTION submissions, employee must print and sign the bottom of the pledge form or the form will be invalid and returned to the employee.

4. ONE-TIME DIRECT GIFT
   (a) Complete “ONE-TIME DIRECT GIFT” section on the pledge form.
   (b) Checks and cash are both accepted.
   (c) Make checks payable to: Campus Chest

5. THANK YOU OR REMAIN ANONYMOUS
   To remain anonymous, place an “X” by the statement on the pledge form and print to sign your name in the bottom right section. Without a signature and an “X” your name may be included in recognition materials.

6. FINAL STEP FOR EMPLOYEES
   Submit signed pledge forms to UIC Human Resources, Special Programs/CCFD by Wednesday, November 18.
   (See submission methods below.)

UIC CCFD AMBASSADOR INFORMATION
- For the fillable pledge form link or to print additional pledge forms, visit the Charitable Giving page on the UIC Human Resources website at https://www.hr.uic.edu/paychecksinfo/charitable/.
- When assisting employees, confirm that the pledge form is complete and signed by the employee.
- All pledge forms and checks/cash should be forwarded for deposit to UIC Human Resources, Special Programs/CCFD. (See submission methods below.)
- One-time donation checks are deposited weekly.
- All 2015 CCFD pledge forms are due by Wednesday, November 18.

METHODS FOR PLEDGE SUBMISSION
To UIC Human Resources, Special Programs/CCFD:
   (a) Campus mail to MC 897
   (b) US Postal mail 715 S. Wood Street 201B, Chicago, IL 60612
   (c) Email scanned copy to specialprograms@uillinois.edu (For Payroll Deduction only)
   (d) By fax to 312-996-6807 (For Payroll Deduction only)

For Campus Charitable Fund Drive questions please contact UIC Human Resources, Special Programs – Rebecca Fortier at rfortier@uillinois.edu or Marilyn Sommer at msommer@uillinois.edu.