

**TOP SECTION  
 OF PLEDGE FORM**

**1 NEW PAYROLL DEDUCTION**

New payroll deduction donors must:

- At top of pledge form:  
Provide your SSN in box A (REQUIRED)
- In Section 1:  
Check box and fill in boxes F and G
- In Section 12: Sign and date on the line

OPTIONAL: To direct a gift to a specific nonprofit(s) complete Section 9.

NOTE: Box E should be marked XXX as this donor currently has no payroll deductions set up.

**2 CHANGE MY EXISTING DEDUCTION AMOUNT**

Existing payroll deduction donors who would like to change their monthly deduction must:

- At top of pledge form:  
Provide your SSN in box A (REQUIRED)
- In Section 2: Check box and fill in box H
- In Section 12: Sign and date on the line

NOTE: Selecting this option CANCELS your existing nonprofit designation(s). To re-designate, complete section 9.

**3 CHANGE MY EXISTING PCFD**

Existing payroll deduction donors who would like to change their existing PCFD, the entity that will distribute nonprofit designations and receive any undesignated portion of your deduction must:

- At top of pledge form:  
Provide your SSN in box A (REQUIRED)
- In Section 3:  
Check box and fill in boxes I and J
- In Section 12: Sign and date on the line

NOTE: Selecting this option CANCELS your existing monthly deduction and your existing nonprofit designation(s). To re-designate, complete section 9.

**4 CONTINUE MY EXISTING DEDUCTION**

Existing payroll deduction donors who would like to make NO changes to their existing monthly deduction amount and NO nonprofit designation changes can mark Section 4.

NOTE: No SSN or signature is required to continue an existing deduction and existing designations. If the donor wishes to change their nonprofit designation(s), Section 9 must be completed and SSN is required in Box A at top of form, then sign and date in Section 12.

**5 DELETE**

Existing payroll deduction donors who want to stop their monthly deduction must:

- At top of pledge form:  
Provide your SSN in box A (REQUIRED)
- In Section 5: Check box
- In Section 12: Sign and date on the line

**6 ONE-TIME CONTRIBUTION**

Employees who are providing a one-time cash or check gift must:

- In Section 6: Check the box
- In Section 12: Sign and date on the line

OPTIONAL: To direct a gift to a specific nonprofit(s) complete Section 9.

NOTE: All checks must be made payable to Our Promise, or they will not be accepted. Cash/checks must be paper clipped to a completed pledge form.

**7 RETIREE GIVING**

If you are retiring and would like to continue giving or start donating through your CalPERS pay warrant donors must:

- At top of pledge form:  
Provide your SSN in box A (REQUIRED)
- At top of pledge form:  
Provide your first and last name in box B
- In Section 7: Check box and fill in the month and year you will be retiring as well as the monthly deduction amount.
- In Section 12: Sign and date on the line

OPTIONAL: To direct a gift to a specific nonprofit(s) complete Section 9

**8 DECLINE**

For State employees who have no existing payroll deduction and do not wish to start at this time, you can:

- In Section 8:  
Check box and provide your initial

NOTE: This is not a way to delete an existing payroll deduction. Box E at the top of the form should be marked XXX. XXX verifies you are not a current donor. If Box E has a PCFD code printed, you do have any existing payroll deduction and you MUST complete section 5 to delete.

**BOTTOM SECTION  
 OF PLEDGE FORM**

**9 I WISH TO MAKE THE FOLLOWING DESIGNATIONS**

Donors wishing to designate to a nonprofit(s) approved by the VCGB listed at OurPromiseCa.org/nonprofits must:

- In Section 9:  
Provide nonprofit name and code #
- In Section 9:  
Provide the monthly designation amount per desired nonprofit (minimum \$5.00 per month for each nonprofit).

- In Section 9:  
Provide total for ALL monthly designations.

- In Section 12: Sign and date on the line.

Donors wishing to designate to a nonprofit(s) not approved by VCGB, but has a current 501 © (3) filing must:

- In Write-In Nonprofit Area in Section 9:  
Enter organization name and address (Tax I.D. # if known)

- In Write-In Nonprofit Area in Section 9:  
Provide the monthly designation amount (minimum \$5.00per month).

- In Section 12: Sign and date on the line.

NOTE: "Total ALL monthly designations" must be equal to or less than equal to or less than the "Total monthly deduction" amount on the top half of the pledge form. Any undesignated portion of your monthly deduction amount will go to your selected managing PCFD.

**10 ACKNOWLEDGEMENT**

Donors wishing to be acknowledged for their gift must complete Section 10. In an effort to reduce costs an email address is preferred by your managing PCFD. Designated nonprofit(s) will receive the donor's name and address but they may or may not send an acknowledgement.

**11 REMAINING ANONYMOUS**

If you would like your donation to be anonymous, please check this box. None of your information will be released.

**FYI** The pledge form serves 2 purposes:  
 The top portion of the pledge form authorizes the State Controller's Office to withdraw your monthly deduction.  
 The bottom portion is for PCFD to pay out designations. Any undesignated portion will be invested in local programs and services by the PCFD managing your funds.