

Friend To Friend Monthly Payroll Deduction Group Solicitation Form

First & Last Name (Please Print)	Employee ID #	Monthly Donation*	Signature	Date

***Monthly donation should be in the amount of \$2, \$5, \$10, \$15, \$20, \$25, \$50, \$75 to a maximum of \$100 and will be taken from 2nd half paychecks. To change your monthly donation in the future please contact friendtofriend@up.com**

What You Need to Know About Charitable Payroll Deductions Employees who make charitable contributions through payroll deductions should be aware of new IRS rules regarding record keeping that went into effect beginning with 2007 income tax returns. For individual income tax returns for 2007 (filed in 2008), affected employees must keep pay stubs showing the amount of their donation and a copy of the pledge card they filled out for the charity. For those who participate in Direct Deposit/ePayroll, the last pay stub for 2007 will show the total year-to-date donation. This will satisfy the pay-stub requirement of the new record-keeping requirements. Employees who do not participate in Direct Deposit/ePayroll will need to keep all printed pay stubs indicating where a charitable contribution was withheld from their pay. No year-to-date information is available.

Finally, everyone donating to charity through a payroll deduction must keep a copy of the pledge card received from the charity. Friend To Friend will mail a copy of the pledge card to the employee address on file. More information will be provided as it becomes available. Failure to keep the pay stubs and pledge card, along with a personal copy of your income tax return, will result in not meeting the IRS requirements for deducting your charitable contribution withheld from your pay. Employees with questions about the IRS changes should consult their personal tax advisor.

Name, Position & Phone Number of Employee Soliciting Donations:

Please fax completed forms to (402) 271-4800