Copies of the Paper Pledge Card

It is important that Federal employees complete a new pledge card for each campaign. By signing the pledge card, the contributor is only authorizing their payroll department to make deductions from his or her paycheck for one year. If the contributor wants to continue designating his or her gift to a particular charitable organization(s), he or she must fill out a new pledge card each year.

White Copy-Payroll Office

- Deliver to your Payroll department (Payroll deduction only) by December 15.
- It is the Coordinator's responsibility to ensure that the "white copy" of all pledge cards for payroll deductions are promptly delivered to their payroll office to ensure allotments are implemented with the effective date of January 1, 2016.
- **All top copies for gifts made by cash or checks may be discarded.**

Yellow Copy-To CFC Office

- Must be enclosed in your report envelope.
- The coordinator must submit the audit copies to the CFC Office, whether the gift is by payroll deduction, cash, or check. This is the audit trail copy that identifies designations, allows release of donor names and addresses to agencies, and accounts for activity attainment.
- **All middle copies must be turned in.**
- All report envelopes are turned in to the CFC office.

Pink Copy -Contributor Copy

- All contribution to the CFC are tax deductible. The contributor should retain the contributor's copy for his or her tax records.

Keyworkers should turn in the top two copies to the Campaign Coordinator, who will forward the white copies to the payroll and turn in the yellow copies to CFC office in a report envelope.