

# How to fill out your Pledge Card

## Copy #3 - DONOR COPY

Keep your donor copy. This is your income tax receipt. If you are applying for payroll deduction, keep with last pay stub if payroll deduction.

**1** Northern New England Combined Federal Campaign  
Peace International Tradeport, 112 Corporate Drive, Unit 3 Portsmouth, NH 03801

**2** CFC Campaign No: 0571 City/State Code: 33 0430

**3** ATTENTION PAYROLL OFFICES: Only use this number to identify the local campaign.

PRINT NAME (LAST) FIRST MIDDLE INITIAL CHECK (if applicable) FEDERAL AGENCY AND OFFICE SOCIAL SECURITY NUMBER/EMPLOYEE ID  
 Civilian  
 Military

WORK ADDRESS AND ZIP CODE WORK PHONE ( )

No Gift  Bronze Eagle  Silver Eagle  Gold Eagle   
 (Minimum \$5 per week) (Minimum \$10 per week) (Minimum 2% of annual salary)

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash, or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT	CHARITY CODE	ANNUAL AMOUNT
MAJORITY PAYROLL Branch of Service? _____	\$ _____	X 12 months	\$ _____		\$ _____
CIVILIAN PAYROLL	\$ _____	X 26 pay periods	\$ _____		\$ _____
Cash/Check Amount: \$ _____ Check Number: _____ Date of Contribution: _____ (make check payable to the Combined Federal Campaign)					\$ _____
					\$ _____
					\$ _____

CFC Organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge form.

DESIGNATED GIFTS: To designate to one or more charities or federated groups, fill in the charity code(s) and total dollar donation amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

**4** **5** **6** **8**

**INFORMATION RELEASE (OPTIONAL)**  
 Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.  
 Home Address: \_\_\_\_\_  
 Personal Email Address: \_\_\_\_\_  
 In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity (ies) I designated above.

**PAYROLL DEDUCTION AUTHORIZATION**  
 I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so designated to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 See reverse side for information on volunteer opportunities in your community. OPM Form 1954 REV. May 2011

PLEASE USE BALLPOINT PEN AND PRINT FIRMLY

COPY #1 - PAYROLL OFFICE

## PRESS FIRMLY WITH A BALL-POINT PEN AND PRINT LEGIBLY

1. Print your name and work address.
2. Fill in your major unit/organization (PNSY, USPS, NHANG etc.) and work phone #.
3. Fill in SSN: only shows on payroll copy.
4. If you are selecting a CFC Award Level automatic gift amount, check the appropriate box. You will not need to complete step #5 but continue on to step #6.
5. Fill in amount of deduction or allotment (check box) and total contribution.
6. Print the five-digit code number of the agency (ies) you want to contribute to. Agency code numbers and descriptions are printed in this brochure. Print the amount you want to contribute to that organization. YES: people can indicate more than 5 agencies – just attach a 2nd form.
7. (Optional) Release your name, home address, and/or email address to your designated charities. Check the box if you wish to have the amount released.
8. Read, sign and date the payroll authorization statement.