



2019-20 GA SCCP Campaign Coordinator Report Form: Payroll Deduction

Please complete this form according to the instructions below. Thank you!

TODAY'S DATE	BATCH# (This is your Subdivision ID _Today's Date, Example: 403_10112019)		
STATE AGENCY/UNIVERSITY NAME		SUBDIVISION ID	
COORDINATOR	EMAIL		PHONE
PAYROLL ADMINISTRATOR NAME	EMAIL		PHONE

INSTRUCTIONS	<p>Complete this form only for payroll deduction pledges. Review each pledge form to ensure that all required information in the checklist below is provided. Total the # of individual donors and pledge amounts below, print and sign this form. Scan and email this form with the paper pledge forms as a single attachment to:</p> <p style="text-align: center;">Email: GASCCPpledgeforms@charities.org Subject: Batch# ex: "403_10112019"</p>
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Remember: # of Individual Contributors must match the total paper pledge forms included with the report.

REPORT SUMMARY	<i>Only include payroll pledges in this report.</i>	<i># of Individual Donors</i>	TOTAL AMOUNT SUBMITTED IN THIS REPORT
Payroll Deduction			\$

REMINDER CHECKLIST

- Entered Charity Code/EIN and Charity Name
- Accurate Per Pay Period Amount per Designation
- Accurate Total Pay Period Deduction Amount
- Accurate Deduction period January – December
- Signed and Dated

Coordinator Signature

Date

Please direct any questions to gascpp@charities.org or 703-957-7888.

2019-20 GA SCCP

Payroll Deduction Submission Instructions

Pledge forms should be submitted weekly

Review each pledge form for completeness and accuracy

- Make sure there is a signature
- Is the address complete if included
- Make sure the monthly pledge amounts are calculated correctly
- Verify monthly deduction amount is correct
- Verify total annual gift amount is correct
- Pledge forms that are incorrect or incomplete will not be processed

Organize Pledge Forms

- Group pledge forms into one batch of the same type: **Payroll Deduction**
- Use a separate form for each agency

Complete the Report Form

- Complete the top section with: Today's Date and Batch Number
 - Create the batch number by combining your agency's Subdivision ID and Today's Date (formatted mmddyyyy)
Example: Dept of Admin Services' Subdivision ID is **403** and Date is **10/11/2019**:
Batch # 403_10112019
- For multiple batches submitted in a single day:
 - Create the batch number and add a letter to the end of the number:
Example: *403_10112019A* and *403_10112019B*
- Complete the State Agency or University Name and Subdivision ID:
 - Subdivision ID is 3 digits for state agencies and 7 digits with preceding "4725" for Universities
- Complete your coordinator name and contact information
- Complete the Report Summary Section: Enter the total number of individual donors and total amount of gifts

Form Submission

- Scan and email batch (report form and pledge forms) as a single PDF attachment to America's Charities:

Email: GASCCPpledgeforms@charities.org

Subject: Batch#; ex: "403_10112019"

If there are any errors, an email will be sent to the coordinator to resolve the errors before the batch is processed

Please direct any questions to gasccp@charities.org or 703-957-7888.

Thank you for your service!