

MERCY  
EMPLOYEE

# SPIRIT BOOSTERS

Improving health... one gift at a time

PAYROLL DEDUCTION FORM

Name

Employee ID

Email

Phone

**DONATION ELECTION** I request to make the following donation election to Mercy Foundation:

Ongoing payroll deduction of:

- \$5     \$10     \$15     \$20     Other \$ \_\_\_\_\_  
 Hour Club Regular Pay     Hour Club PTO

**I WOULD LIKE MY GIFT TO BENEFIT**

- Current Priority: Mercy Foundation Heritage Endowment**  
 Cancer Center     Cardiac Services     Mother/Baby     Respiratory Services  
 Rural Clinics     Stroke Neuro Program     Surgical Services

Signature

Date

*I understand that: 1) Cash donations are subject to all applicable payroll taxes and will be reported as wages on my IRS W-2 in the calendar year in which the cash is donated and 2) any ongoing cash donation election will be in effect until discontinuance is requested by me in writing or by online request.*

*Cash donations to Foundations and to any Dignity Health Fund are tax-deductible to the fullest extent allowed by law.*

**CONTRACT EMPLOYEE/NURSING STUDENT**

Name

Mailing Address

City

State

Zip

Email

Phone

**DONATION ELECTION**

- One time donation of \$ \_\_\_\_\_ (\$15 minimum required) by:  
 Cash     Check     Credit Card  
 Ongoing monthly donation by credit card  
 Visa     Discover     Master Card     AMEX

Card Number

Exp. Date

CVV

Signature

Date

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WAYS OF GIVING

## **PAY PERIOD DONATION:**

You can choose to set up an ongoing payroll deduction of regular pay or PTO.

## **HOUR CLUB:**

Become a member of the HOUR CLUB by choosing to set up an ongoing payroll deduction of one or more hours of regular pay or PTO.

## **CONTRACT EMPLOYEES:**

Cash, check or credit card donations or monthly donations using your credit card. Contact the Foundation to arrange a monthly donation plan.

## **ONE TIME DONATION:**

You can give a one time donation by cash, check, credit card or through payroll deduction of regular pay or PTO.

*\* Please note: The Foundation receives the after tax amount on all PTO donations.*

Send your completed form to the Foundation office through department mail or to:

### **Mercy Foundation Office**

2740 M Street  
Merced, CA 95340  
Telephone: 209.564.4200  
Fax: 209.564.4220

**HOURS**  
Monday - Friday  
8:00 a.m. - 5:00 p.m.

### **Mercy Foundation Staff**

Jacob McDougal  
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Shelby Davidson  
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Sally Strasser  
Data Entry Clerk  
Sally.Strasser@dignityhealth.org

# Q&A

## **Why is employee participation important?**

As an employee, you are our most valuable asset – both for the job you do and for your support of Mercy Medical Center. Employees who give inspire others to give, not only your fellow employees but the community at large.

## **How much of my dollar actually goes to the program or service provided?**

100% of your gift to the Foundation goes toward enhancing equipment, programs, and services at Mercy.

## **I am on a tight budget, how can I afford to give?**

Every gift counts. Even a modest gift per pay period helps provide vital services to people in need in our community. By giving through payroll deduction, you can spread your gift throughout the year.

## **Is my gift tax deductible?**

Yes. Contributions to the Mercy Foundation are tax deductible to the full extent of the law. You will receive an end-of-year statement for your tax records.

## **Can I change my deduction at any point in time?**

Yes, you may change or stop payroll deductions at any time. If you would like to increase or decrease the amount of your gift, you will need to complete a new contribution form. To receive a new contribution form, please contact the Foundation Office. If you wish to discontinue payroll deduction, please notify the Mercy Foundation in writing. Changes to your payroll deduction will start in the month following your request.

## **I am a contract employee, how can I give?**

You can still donate to the Foundation as a contract employee. You can give a donation by cash, check, or set up a monthly donation schedule with your credit card.