



SARES REGIS GROUP

Option 1: VOLUNTARY PAYROLL DEDUCTION REQUEST (Stop or Start)

Sares Regis Education and Community Foundation (c/o San Francisco Foundation)

PLEASE RETURN SIGNED FORM IN PDF FORMAT TO GBRYANT@SRGNC.COM

Employee Name*: _____

Date of Request*: _____

Amount of Contribution (per Pay period) *: _____

Employee Home Cost Center: _____

Employee ID: _____ (payroll)

Payroll Date to Start or Stop Contribution: _____ (payroll)

Employee Signature: _____

*I understand that the amount above is a voluntary deduction. It will be deducted from each regular payroll (but not bonuses) and that the payroll deduction will continue until I request the deduction to stop. _____ (initial)**

*I understand that I must provide a minimum of 10 working days of notice for any change in my deduction to be effective (starting or stopping). _____ (initial) **

*I understand any elective contribution is made as a charitable contribution to The San Francisco Foundation (TSFF) in support of the Sares Regis Education and Community Foundation. Once accepted by TSFF, the gift is not refundable to me. All contributions to TSFF's funds are treated as gifts to a public charity and are generally tax-deductible, subject to individual limitations under the IRS. TSFF will provide a year-end summary of my total giving for tax purposes. ____ (initial)**

Option 2: ONE-TIME DONATION (Check or Credit Card)

PLEASE RETURN FORM TO MARLENE TYLER WITH YOUR CHECK DONATION or CC RECEIPT (Do not submit direct to SFF)

Employee Name: _____

One Time Contribution Amount: _____

Notes or Particular Initiative: _____

[] PAY BY CHECK: Payable to: The San Francisco Foundation
Memo/Notes: Sares Regis ECF (#4901)

[] PAY BY CREDIT CARD: <https://sff.org/make-an-impact/give-new/>

NOTE: when paying by credit card, reference Donor Advised Fund (DAF), Sares Regis ECF (#4901)

I understand any elective contribution is made as a charitable contribution to the San Francisco Foundation (TSFF) in support of the Sares Regis Education and Community Foundation. Once accepted by TSFF, the gift is not refundable to me. All contributions to TSFF's funds are treated as gifts to a public charity and are generally tax-deductible, subject to individual limitations under the IRS. TSFF will provide a year-end summary of my total giving for tax purposes.

“Giving Back Where We Live & Work”