**Step 1: Provide Your Information**

- **Name**
- **Home Address**
- **City/State/Zip**
- **Phone** [ ] Work [ ] Cell [ ] Email [ ] Work [ ] Personal
- [ ] Do not release my information to my selected nonprofit(s)
- [ ] Please recognize me as "Anonymous."

**Step 2: Manage Your Payroll Deduction or One-Time Gift**

**Set Up a New Ongoing Payroll Deduction**
- [ ] New Payroll Deduction
- [ ] Monthly Amount ($5 minimum)
- [ ] Total Annual Deduction

**Change an Existing Ongoing Payroll Deduction**
- [ ] Change existing payroll deduction
- [ ] Monthly Amount ($5 minimum)
- [ ] Total Annual Deduction

**Keep Existing Payroll Deduction as Is**
- [ ] Keep existing payroll deduction

**Stop Existing Payroll Deduction**
- [ ] Stop existing payroll deduction
- [ ] Complete box A, sign and date line 11.

**This is a Non-Payroll One-Time Cash or Check Gift**
- [ ] This is a non-payroll one-time cash or check gift
- [ ] $7
- [ ] Total one-time gift

**Step 3: Select Your Nonprofit(s)**

- **I wish to make the following selection(s):**

<table>
<thead>
<tr>
<th>Nonprofit Name (If left blank, funds will go to your local United Way)</th>
<th>Nonprofit Code #</th>
<th>Monthly Amount ($5 minimum)</th>
<th>Total Annual Deduction</th>
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**Write-In Nonprofit:** Select a nonprofit not certified by the Our Promise, but has a current 501(c)(3) filing.
- [ ] Write-in nonprofit
- [ ] Monthly Amount ($5 minimum)
- [ ] Total Annual Deduction
- [ ] Total Donation

**Step 4: Sign Here**

11 I authorize the state controller to release to my nonprofits as listed in section 10.

Signature required (ink only)

Date

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**BOX 10:** If you would like to donate to CAVE, this section **MUST BE FILLED OUT COMPLETELY** with the information as shown here.

If you would like to designate funds to a specific organization other than CAVE, write in the organization's name, complete address, phone number and tax I.D. here.

Associated Students - CAVE
P.O. Box 7570
Chico, CA 95927
(530) 898-5817
94-1254630
REQUIREMENTS

Box A: Full SSN is required for any NEW, CHANGING or STOPPING of payroll deductions.

Step 4: A signature and date are required to authorize any action on this form except Box 5 & 9.

STEP 1 PROVIDE YOUR INFORMATION

Fill in: Name, Address, Phone and Email
*This helps the Our Promise team to reach you if there is a problem with your selected nonprofit or if your form was incomplete.

Box 1: check if you DO NOT want your information shared with your nonprofits.
Box 2: check if you wish to remain anonymous.

STEP 2 MANAGE YOUR PAYROLL DEDUCTION OR ONE-TIME GIFT

Box 3: use to set up a NEW payroll deduction.
- Check the box and fill out Boxes F & G.
  *New payroll deduction donors will have XXX in Box E

Box 4: use to CHANGE your existing payroll deduction.
- Check the box and fill out Boxes H & I.

Box 5: use to KEEP your existing payroll deduction as is.
- Check the box.

Box 6: use to STOP your existing payroll deduction.
- Check the box.

Box 7: use for a one time non-payroll gift.
- Check the box and fill out Box J.
  *Please note all checks need to be made out to Our Promise, designations can be listed in Step 3.

Box 8: Give After Retirement
If you are retiring in 2018 and wish to continue giving through Our Promise, check the box and fill out the month and year you plan on retiring along with the amount you wish to continue giving. Please fill out Section 10 for your designations. Your current pledge does NOT roll over into retirement. It must be re-designated through your CalPERS deduction.

Box 9: Decline
Checking this box means you do NOT have an existing payroll deduction, do NOT wish to participate and your pledge form has XXX in Box E.

STEP 3 SELECT YOUR NONPROFIT(S)

Fill in name & tax I.D. number of the nonprofit(s) you wish to support along with your donation amount.
*If there are more than 4, please type up your list and paper clip it to the back of your pledge form.

If your nonprofit is not on the Our Promise certified list you will need to fill in the nonprofit(s) name, full address, phone and tax I.D. number.

Box 10: Select Your NonProfit(s)
If you would like to direct your contribution to CAVE, please enter:
Associated Students – CAVE, PO Box 7570 Chico CA 95927, 530-898-5817, Tax ID # 94-1254630

STEP 4 SIGN HERE

A signature is required to authorize your release of donations to the State Controller’s Office and United Way California Capital Region (PCFD) to process the designations on your pledge form.

FYI The pledge form serves 2 purposes: The top portion of the pledge form authorizes the State Controller’s Office to withdraw your monthly deduction. The bottom portion is for the PCFD to pay out designations. Any undesignated portion will be invested in local programs and services by the PCFD managing your funds.

For more detailed information, visit www.OurPromiseCA.org