  
2023 Commonwealth of Virginia Campaign  
EMPLOYEE PLEDGE (FILLABLE) FORM

**State Agency Name:** **Agency Code:** **Employee ID/Payroll Code:**

**Employee Name:** **Department/Work Unit:**

**District Code (if applicable):** **Residency Code (if applicable):**

**STEP ONE: Please choose the method by which you wish to make your donation.   
Do not use this form when making an online donation.**

**1. Payroll Deduction (January – December) Amount Total  
 $****per 24 Pay Periods (semi-monthly) = $**

**2. Check, or Money Order**  **Amount**

**Check (Make payable to CVC and attach) $**

**Money Order (Make payable to CVC and attach) $**

**3. Credit Card Amount**

**Type:**  **MC**  **Visa**  **Amex**  **Discover $**

**Name:**

**Card Number:**

**Expiration:**

**STEP TWO: Choose whether or not you wish to designate your gift to a specific charity. Consult the CVC Charity Listing at** [**www.cvc.virginia.gov**](http://www.cvc.virginia.gov/) **or see your area coordinator for designation codes. There are 753 charities needing your help.**

# I do not wish to designate my gift. I wish to designate my gift as follows (for more than four designations, attach additional forms).

|  |  |  |
| --- | --- | --- |
| AnnualCode # Amount Name of Charity | AnnualCode # Amount Name of Charity |  |

￼**$**￼￼￼￼  **$**

**$                  $**

**STEP THREE: Authorize your donation and chose whether or not you wish to be acknowledged.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

**I authorize this contribution to the CVC (signature of employee)**

**I wish for my gift to be anonymous *OR*** **Please share my name, address, and amount of gift with the charities I have selected for acknowledgement purposes. I am providing my mailing address for this purpose\***

**\*Mailing Address for acknowledgements from the charities:**

**STEP FOUR: Please print 3 copies of this form. Keep one for your tax records, Sign a copy and send two copies to your CVC Coordinator   
(one copy goes to payroll and one to DHRM CVC Staff.)**