



# Payroll Deduction and PTO Donation

## Norwegian American Hospital Foundation

### PAYROLL DEDUCTION:

I would like to make a gift **through payroll deduction.**

I will give a one-time donation of \$ \_\_\_\_\_

I will donate \$ \_\_\_\_\_ per pay period.

My total donation to Norwegian American Hospital Foundation is \$ \_\_\_\_\_

Effective Month/Date *or* Payroll Period Beginning: \_\_\_\_\_

End Month/Date: \_\_\_\_\_

End after \_\_\_\_\_ pay periods

I would like this deduction to be ongoing until I notify the finance office

### PTO DONATION:

I would like to make a gift **through donation of PTO.**

I will donate \_\_\_\_\_ hours of PTO. **For PTO donations please see information on page 2.**

### PLEASE DIRECT MY GIFT TO:

Power of Community Benefit

Area of greatest need

Benevolent Fund – Candice Dickerson

I authorize Norwegian American Hospital to initiate payroll deduction(s) for my donation. *\*It may be one payroll cycle before this is implemented.*

Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Please print

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU** for supporting Norwegian American Hospital Foundation!

*Please return the completed form to Nancy Herman, Executive Director, NAH Foundation*  
[nherman@nahospital.org](mailto:nherman@nahospital.org)

FOR OFFICE USE ONLY:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



# Paid Time Off (PTO) Donation

## PTO Donation

Norwegian American Hospital is providing a PTO (paid time off) option for employees who wish to donate to the Benevolent Fund - Candice Dickerson Fund. This is a great way to help Candice Dickerson's children and family without having to feel an out-of-pocket cash impact.

Any PTO donated to the Fund will be considered paid-out PTO and treated as earned wages on your year-end W-2. The donated PTO will be subject to all of the same employee payroll tax withholdings. The actual donation per the hours requested will be submitted to the Benevolent Fund - Candice Dickerson Fund at net or after tax.

The Norwegian American Hospital Foundation will provide the employee with a letter confirming the donation to a charitable organization

### Eligibility:

- All Norwegian American Hospital active, part- or full -time regular employees are eligible to participate in the PTO donation program.
- An employee may only donate earned PTO when they have accrued more than 40 hours. Only PTO that is over 40 hours may be donated so that the employee has enough PTO left to cover future needs.