



## **Instructions for Your Payroll Department for Employee Pledge Donations**

1. Have the employee fill out a pledge sheet indicating how much they want to donate. There should be a per paycheck amount that equals the total pledge.
2. Give a copy of each pledge sheet to your payroll department. Give the original to the employee and make a copy for Community Shares.
3. Your payroll department will withhold the specified amount of the pledge from the employee's paycheck.
4. Your payroll department will create an account for the amounts withheld (example: Employee Pledges Payable).
5. Your payroll department will send the employee pledges payable to Community Shares. Payments can be made every pay period, once a month, or once a quarter.
6. Employee pledge forms should be sent to Community Shares in the reporting envelope provided by December 31, 2009.
7. Contact Community Shares of Minnesota by phone at 651-647-0440 or by email at [campaign@communitysharesmn.org](mailto:campaign@communitysharesmn.org) if you have any questions.