

# Contribution Form



Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

1% Contribution per paycheck\*: \_\_\_\_\_

**Contribution Type:**    Per paycheck (24x)    One-time deduction    Cash

Attach Cash, Check or Money Order (M.O.)    Check/M.O. made out to agency    Check/M.O. made out to CMC

Agency Code	Agency Name	Amount
2204	Assist The Officer	\$ <input style="width: 80%;" type="text"/>
		\$ <input style="width: 80%;" type="text"/>
		\$ <input style="width: 80%;" type="text"/>
		\$ <input style="width: 80%;" type="text"/>
		\$ <input style="width: 80%;" type="text"/>

<b>Total</b>	<input type="checkbox"/> Per paycheck <input type="checkbox"/> One time deduction <input type="checkbox"/> Cash <input type="checkbox"/> Check / M.O.	\$ <input style="width: 80%;" type="text"/>
<b>Per paycheck total for 2021 (multiply by 24)</b>		\$ <input style="width: 80%;" type="text"/>
I would like to be an Above & Beyond Club contributor by giving 1% or more of my pay		<input type="checkbox"/> Yes <input type="checkbox"/> No
I would like an acknowledgement from the agency that may be used as a tax receipt		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide an e-mail address: <input style="width: 30%;" type="text"/> @ <input style="width: 30%;" type="text"/>		

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

By signing this form, I acknowledge I have read and understand the policies and procedures as stated in the CMC Tribute.

	<p><b>*How to calculate my 1%</b>     In this example, the employee would donate \$10.83 from each paycheck to be in the Above &amp; Beyond Club.</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Biweekly Total Gross Pay = _____</td> <td style="width: 50%;">Example Biweekly Total Gross Pay    \$ 1,000</td> </tr> <tr> <td>multiply by 26 = _____</td> <td>multiply by 26 =    \$ 26,000</td> </tr> <tr> <td>divide by 24 = _____</td> <td>divide by 24 =    \$ 1,083.33</td> </tr> <tr> <td>divide by 100 = _____</td> <td>divide by 100 =    <u>\$ 10.83</u></td> </tr> </table>	Biweekly Total Gross Pay = _____	Example Biweekly Total Gross Pay    \$ 1,000	multiply by 26 = _____	multiply by 26 =    \$ 26,000	divide by 24 = _____	divide by 24 =    \$ 1,083.33	divide by 100 = _____	divide by 100 = <u>\$ 10.83</u>
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divide by 100 = _____	divide by 100 = <u>\$ 10.83</u>								

The CMC administration fee is 4 percent.  
Make a copy of this form for your records.