



Donation Instructions

2017/2018 Salt Lake County Cares

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Voluntary Deductions

Linda Boswell
Salt Lake County

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance

2. Select the Charity you'd like to donate to by click on the magnifying glass to the right of "Type of Deduction".

Look Up *Type of Deduction [X]

Cancel Help

Search Results

View 100 First 1-5 of 5 Last

- Deduction Description
- Children's Justice Center
- Community Health Charities UT
- Community Shares Utah
- United Way
- Utah Faces

3. The Charity Total on your Donation Form will be the Goal Amount.

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Voluntary Deductions

Add Voluntary Deduction

Linda Boswell

Salt Lake County

*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00

Submit

* Required Field

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4. Enter the Deduction Start Date and Deduction Stop Date

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Voluntary Deductions

Add Voluntary Deduction

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Salt Lake County

*Type of Deduction Community Health Charities UT

*Select whether Deduction is a Flat Amount or Percent Amount

*Enter Amount or Percent to be deducted 5.00

Take deduction until I reach this Goal Amount 120

*Enter Deduction Start Date 01/01/2016 (example: 12/31/2000)

Enter Deduction Stop Date 12/31/2016 (example: 12/31/2000)

Current Balance 0.00

Submit

Additional Information

- Donations can be made for one or more agencies by repeating the above process.
- Salt Lake County Cares donations are through **Payroll Deduction Only**
 - a. **(REMEMBER deductions are per pay-period not by month)**
- Employees choosing to donate to one or more charities listed under a *Main Charity* (Community Health Charities, Community Shares/Utah or United Way of Salt Lake) must complete the **2017/2018 Salt Lake County Caring Campaign Instruction form**.
- Email the completed form to CharitableGiving@slco.org OR send to Human Resources, Suite N4-700.
- One time donations can be made directly to the Charitable Agency by setting the Start Date and End Date as the beginning and end of a single pay period (ex. 1/1/2018-1/15/2018)

If you have questions please contact your agency Payroll Coordinator or Brittany Clough at 385-468-0563 or by email at CharitableGiving@slco.org

