

# EMPLOYEES LEND A HAND: Mercy Hospital of Folsom Blankets for Patients

## GETTING STARTED IS EASY

Simply complete the information below and send to Mercy Foundation through interoffice mail. If completing electronically, download this form first so it can be saved with your information. You may also email your form to [mercyfoundationsac@dignityhealth.org](mailto:mercyfoundationsac@dignityhealth.org) or fax your form to (916) 851-2724.

*Yes!* I would like to donate now to help add blankets to the supplies on our comfort carts.

<b>EMPLOYEE ID (required)</b>	First Name	Last Name	
Home address	City	State	Zip
Phone	E-mail <small>(By providing your e-mail, you are opting in to receive electronic communications from Mercy Foundation)</small>		
Signature <small>(type full name)</small>	Date (mm/dd/yyyy)		

Work facility:  MHF  OTHER \_\_\_\_\_ Employee of:  Dignity Health  Dignity Health Medical Foundation

Print your name as you would like it to appear in donor recognition: \_\_\_\_\_  
 I would like to remain anonymous

## PAYROLL GIVING OPTIONS

**Payroll Deduction** Please deduct \$ \_\_\_\_\_  per pay period (26 pay periods per year)  One-time  
 **PTO Donation** Please deduct \_\_\_\_\_ hours  per pay period (26 pay periods per year)  One-time

## IMPORTANT PTO DONATION INFORMATION

- Donations can be made in one-hour increments and are converted to cash
- A minimum of 80 hours of accrued PTO is required at the time of your donation
- PTO donations are subject to all applicable payroll taxes and will be reported as wages on your W-2 form in the calendar year in which the donation was made
- If you elect to make an ongoing PTO donation, it will remain in effect until you request in writing that it discontinue

## OTHER GIVING OPTIONS

**Check** Enclosed in the amount of \$ \_\_\_\_\_ (make check payable to Mercy Foundation)  
 **Credit Card** Please charge \$ \_\_\_\_\_ to my  VISA  MasterCard  AMEX  
I would like my card to be charged  One-time  Monthly  Bi-monthly  Quarterly

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

*Thank you for lending a hand!*

Visit [www.supportmercyfoundation.org](http://www.supportmercyfoundation.org) or call  
Mercy Foundation at (916) 851-2700 for more information.

