



Payroll Deduction and PTO Donation COVID-19 Response Fund

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:

COVID-19 Response Fund

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 completed form to Alina Gonzalez, Foundation Coordinator, at algonzalez@nahospital.org.

FOR OFFICE USE ONLY:

Approved By: _____ Date: _____



Paid Time Off (PTO) Donation COVID-19 Response Fund

PTO Donation

Norwegian American Hospital is providing a PTO (paid time off) option for employees who wish to donate to the **COVID-19 Response Fund**. The Response Fund will be used exclusively to purchase much needed supplies, personal protective equipment, and other resources to support our doctors and nurses providing critical care for our patients

Any PTO donated to the COVID-19 Response 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 COVID-19 Response 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.