



PTO and Payroll Deduction Donation Form

Employee Name _____ Last 4 of SSN# _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ Email _____ Baptist Entity _____

Please choose one

- New Pledge Amount (per pay period) \$
- Change current Pledge New Amount (per pay period) \$
- One-Time Donation Amount \$
- STOP my current deduction
- PTO (paid time off) Donation # of PTO hours

Fund Designation (no more than 3)

- Baptist Cancer Center Kemmons Wilson Family Center for Good Grief
- Baptist Health Sciences University Matthew Hindman Memorial (pediatric patient assistance)
- Baptist Heart Institute Hospital where I work
- Baptist Operation Outreach Newborn Intensive Care Unit (NICU)
- Baptist Reynolds Hospice House Patient Assistance
- Employee Emergency Assistance Priceless Wishes for Hospice Patients
- Friends of Nursing Where the Need is Greatest
- Inpatient Palliative Care Other:

Payroll Authorization Statement:

I authorize my employer to deduct this amount from each paycheck. I understand this authorization will continue unless otherwise specified by me in writing. I understand all personal information will be kept confidential. The Baptist Memorial Health Care Foundation does not provide goods or services as whole or partial consideration for any contribution.

PTO Authorization Statement:

I authorize my Personal Time Off (PTO) hours to be deducted from my current available balance. The cash value (number of hours x hourly rate of pay minus taxes) of my donation is to be donated to the Baptist Memorial Health Care Foundation as I have designated. I am aware that the PTO donation will be deducted as a payroll deduction, and I must retain 40 hours of PTO to make the donation valid. I understand that I have donated these PTO hours to the Baptist Memorial Health Care Foundation and that they are no longer available for my personal use.

Employee Signature _____ Date: _____

(digital signature is acceptable)

Please submit your completed form to Melissa Lewis by email melissa.lewis@bmhcc.org or fax (901) 227-6190

Thank you for your pledge! Your contribution really does make a difference!