



Book Industry Charitable Foundation Employee Donation – Automatic Payroll Deduction

General Instructions

Payroll deductions is the most convenient way to contribute to the Book Industry Charitable (Binc) Foundation. With payroll deductions employees will not have to remember to write and mail checks to Binc. Because the donations are spread throughout the year, these contributions provide ongoing, reliable funding for Binc programs. It is not difficult to set up a payroll deduction plan at your place of business:

Registering Your Store or Company

Fill out and return the attached form to register your store or company in Binc's Payroll Deduction Program.

Setting Up Your Employee's Deductions

1. Have interested employees fill out the attached *Binc Contribution Form* and submit to your payroll department.
2. Send a copy of each *Binc Contribution Form* to the Binc Foundation by mail, fax or email.
3. Enter the contribution amount of all employees who authorize a deduction into your payroll system.
4. If your store or company uses an automated payroll service, you can set up an additional deduction code for Binc.
5. If your store/company does not use an automated payroll service, you can deduct the amount from each employee the way you would other after tax deductions (i.e. insurance, garnishments, etc)

Monthly Payroll Deduction Remittances

1. It is important to remember that it is your responsibility to reconcile your payroll account and remit the total amount of employee deductions for each pay period.
2. Forward all payroll deductions to Binc on a monthly basis, with a list showing what each employee has contributed.
3. For tracking purposes, monthly payments are preferred. If you are unable to forward deductions on a monthly basis, please contact Binc to set up a more suitable payment arrangement.
4. If you prefer to remit through an electronic funds transfer (EFT), please contact Binc.



Book Industry Charitable Foundation Employee Donation – Automatic Payroll Deduction

Year-End Tax Receipts

Employees who donate through Payroll deduction are entitled to a tax receipt at the end of each year, reporting their charitable donations for the year. This can be provided in one of the following ways:

1. The simplest way for most employers is to provide the donation information on the employee's W-2 form. Most payroll systems can handle this very easily. You will use the Binc Foundation's EIN 38-3279018.
2. If your payroll system cannot report charitable donations on W-2s, Binc will issue receipts for you for each donor. A written request must be submitted to Binc by January 10th for records from the previous year. Binc will need a list (preferable an Excel file) including
 - a. Donor Name
 - b. Yearly total for donor

Receipts will be produced and mailed to your store/company for internal distribution. Tax receipts will be issued by the end of January.

Additional Consideration – Company Matching Donation

Having your store/company match your employee donation can be a big incentive and reinforce the message of the importance of the Binc Foundation to the bookselling industry. If your store/company wished to match the employee's donations, decide at what level (i.e. 50¢ on the dollar, dollar-for-dollar, etc.)

Please address any questions to the Binc Foundation at 734-477-1025, or info@bincfoundation.org.



Book Industry Charitable Foundation Employee Donation – Automatic Payroll Deduction

Store/ Company Agreement

This is an agreement between the store or company named below and the Book Industry Charitable Foundation (Federal Tax ID# 38-3279018). The store/company agrees to deduct charitable donations to the Binc Foundation from employee's paycheck in the following manner:

1. Have interested employee fill out the Payroll Deduction Form
2. Deduct the indicated amount from each paycheck
3. Remit deducted funds to Binc monthly in the form of check or electronic funds transfer
4. Remit to Binc monthly a list of participating employees and donated amounts for each.

Please print or type to ensure all information is clear.

Electronic signature is acceptable.

Store/Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Contact Name: _____

Signature: _____

Date: _____

Store/company should forward the form to the Book Industry Charitable Foundation by:

Mail: 713 W. Ellsworth Rd., Ann Arbor, MI 48108

Email: info@bincfoundaton.org

Fax: 734-477-2806



Book Industry Charitable Foundation Employee Donation – Automatic Payroll Deduction

Employee Donation Form

This form is to be used to set up automatic payroll deductions to be donated to the Book Industry Charitable Foundation (Federal Tax ID# 38-3279018). The Binc Foundation is a federally designated 501(c) 3 organization and as such all donations are fully deductible as allowed by law.

Please print or type to ensure all information is clear.

Employee Name: _____

Store or Company: _____

Employee Number (If applicable): _____

1. Type of Action

New Payroll Deduction - Deduction amount: \$ _____ per paycheck

Change Existing Payroll Deduction

Current amount \$ _____ to New amount: \$ _____ per paycheck

Cancel Existing Payroll Deduction - Deduction amount: \$ _____ per paycheck

2. Authorization – *Electronic initials and signatures are acceptable*

I hereby authorize _____ to:

Initial one _____ *Store or Company Name*

_____ deduct from each paycheck the amount indicated above and remit these deductions to the Binc Foundation. I understand that this authorization shall remain in effect until submit a new Employee Donation Form changing or cancelling this authorization.

_____ cancel my previous authorization to Binc effective with my next paycheck, dated
Month _____ Day _____ Year _____

Signature

Date

3. Submission of Form

Store/company should forward the form to the Book Industry Charitable Foundation by:

Mail: 713 W. Ellsworth Rd., Ann Arbor, MI 48108

Email: info@bincfoundaton.org

Fax: 734-477-2806