



October 13, 2016

Dear Coordinators and Solicitors:

We are responding to questions we have received from Coordinators and Solicitors of this year's ECAP Campaign. If you have a question or concern that is not addressed in this document, please contact Barbara.Denny@pima.gov , Charlotte.Watts@pima.gov or Ana.Guerrero@pima.gov.

Q: I am concerned about the security of my Employee Identification Number (EIN). With the new electronic system, won't more county employees have access to my EIN?

A: With the new online system, the only County employees who will see your EIN, are the Human Resources Department professionals who process your payroll deductions. The United Way employees who will see EINs are those who are responsible for sending contributions to your designated agencies.

Q: How and when will employees receive confirmation of their pledges?

A: At the end of the campaign, all employees will receive confirmation of their donations. Confirmations ensure that donations were recorded accurately.

Please be assured that your information will be used only to ensure the accuracy of your pledge and will not be used to contact you further without your express permission.

Electronic Pledgers (payroll deduction, credit and debit cards: Those who pledge electronically will receive confirmation of the amount of their pledge and the agencies to which they are pledging. If the pledge is made through payroll deduction, the confirmation will include the amount of the contribution per pay period. If the pledge was completed with a credit or debit card, the confirmation will indicate the amount charged to the employee's credit/debit card.

United Way will send the confirmation prior to the first payroll deductions in January to ensure employees have the opportunity to make any corrections (if needed) before deductions begin.

Hard Copy Pledges: Due to the time needed to hand-process hard copy pledges, the confirmation will not arrive prior to the first deduction. If corrections are needed, they will be made after the payroll deduction cycle has begun.

One-Time Donations: Those who make one-time donations by check, debit card or credit card should maintain their banking records for tax purposes.

- Q:** I understand the importance of receiving a confirmation of my pledge for tax purposes and to ensure the accuracy of my philanthropic intentions. However, I want to remain anonymous to the charities to whom I am donating. Is that possible even though I receive a confirmation of my pledge?
- A:** All County employees who make a donation through ECAP have the opportunity to ask for a written acknowledgement from the charities that receive their gifts. A request for acknowledgement directly from the charity is an option that appears on the pledge form. You will receive a confirmation directly from the charity only if you choose this option.
- Q:** How will department coordinators know if everyone in their departments filled out a pledge?
- A:** United Way will provide pledge information to the ECAP Steering Committee who will then provide the names of electronic pledgers to department coordinators/solicitors. The coordinators/solicitors can then remind department employees who have not pledged of the upcoming deadline.
- Q:** How will participation rates be determined if there is not a 100% return of pledge cards? Does United Way have all Employee Identification Numbers and associated departments on file?
- A:** The process will be the same as in prior years. The County will provide departmental census information to United Way and United Way will compile the participation results for the ECAP Steering Committee members who will disseminate the information to coordinators and solicitors.
- Q:** How can a coordinator or solicitor who could not attend the luncheon get the information needed to fulfill his/her responsibilities?
- A:** ECAP Committee members are happy to answer any questions you may have. You can also contact ECAP Committee Chair, Barbara Denny at Barbara.denny@pima.gov or at (520) 724-7400. You can also find a list of all committee members on the ECAP website: <http://webcms.pima.gov/cms/One.aspx?pageId=50856>.