

Foundation Payroll Deduction FAQs

- **What is a payroll deduction donation program?**
A payroll deduction donation program allows employees to voluntarily contribute a portion of their salary to the AWC Foundation directly from their paychecks.

- **Are payroll deduction donations tax deductible?**
Yes.

- **How can I receive documentation of my donations for tax purposes?**
The Foundation automatically sends a contribution letter to donors every January for all yearly contributions of \$250 or more. The IRS does not require letters for donations less than \$250. Individuals donating below the threshold will be sent a letter upon request to the Foundation COO.

- **Can part time employees enroll in payroll deduction?**
Yes

- **What is the minimum dollar amount I can select for payroll deduction each pay period?**
\$5 is the minimum; however, we strongly *recommend a donation of \$10 per pay period. This ensures that you meet the \$250 IRS threshold.*

- **How do I adjust or cancel my payroll deduction donations?**
Reach out to the Foundation COO and she will assist you and coordinate with HR to process changes.

- **What happens if my employment ends with the college?**
Your deduction automatically stops. However, if you wish to still support the Foundation, you can still make tax deductible contributions through our on-line portal.

- **Is my donation information confidential?**
Yes. Although, we may do appreciation shoutouts on social media. Amount is not disclosed. Should you wish to remain completely anonymous with no shoutout, just simply let the Foundation know.

- **If I have any further questions regarding payroll deduction, who should I contact?**
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