

CFC Paper Pledge Form Processing Instructions

1. Collect completed pledge forms from employees. Make sure the donor keeps his/her pink copy for personal records.
2. Separate pledge forms with cash check contributions from payroll deduction pledge forms.
3. For payroll deduction pledge forms, remove the white (#1) copy of the pledge form (with SSN or EIN) and mail it to your federal agency's payroll center processing. Do NOT send white copies to Intermountain CFC.
 - a. For cash/check forms, destroy the top/white copy or return it to the donor.
4. For all forms (cash/check and payroll deduction), put **ONLY** the yellow (#2) copies into the reporting envelope
 - a. Separate the stack of payroll forms from the stack of cash/check forms using rubber bands or paper clips.
 - b. We recommend paper clipping any cash/checks to the corresponding pledge forms.
 - c. Any coins may be included loosely
5. With another volunteer, validate the amounts of the pledge forms inside the reporting envelope and fill out the envelope before sealing it. Do NOT include online pledge information on the outside of the transmittal envelope. Online pledge information will be downloaded directly by Intermountain CFC and will be credited to your federal agency.
6. Photocopy the filled-out transmittal envelope for your records.
7. Put the completed transmittal envelope into a manila/ mailing envelope and send it to:

**Intermountain CFC
C/O Bruce Jacobs
2955 Harrison Blvd.
Suite 201
Ogden, UT 84403**

Southeast Idaho federal agencies (east of Twin Falls) please mail/deliver to:

U.S. Department of Energy
C/O Jan Ogilvie
M/S 1240
1955 Fremont Ave.
Idaho Falls, ID 83415