

# 2021 Combined Federal Campaign

## U.S. Postal Service Pledge Form



Please use black ink. Sections marked with \* are mandatory.

Full instructions on reverse. Submit this original Pledge Form to your Keyworker as early as possible to allow time for processing or send to: CFC Processing Center, P.O. Box 7820 Madison, WI 53707-7820. OPM accepts online pledges through Jan. 15, 2022, at [cfcgiving.opm.gov](http://cfcgiving.opm.gov). CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge.

### Donor Information (required)

1. Primary Email Address (official government) *		2. Donor Type *	
		<input checked="" type="checkbox"/> Civilian	
3. Name (first name) *		(last name) *	
4. CFC Unit Code (six digits)	5. ZIP Code of Your Office/Facility/Station *	6. Overseas Employee	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> I am located in a foreign country/territory.	
7. Your Department			
United States Postal Service			
8. Your Agency (USPS Region-Area/Division-District/Headquarters) (no acronyms) * See instructions page			
9. Your Office (USPS Facility/Station/Office/HQ VP Team) (no acronyms) * See instructions page			

### Pledge Information (required)

10. Allotment Source *	11. Amount Per Allotment	12. Total Annual Gift *	13. Charity Designation *																											
<input type="checkbox"/> Payroll USPS Assigned EIN (only for payroll allotments) <input type="text"/>	\$ _____  <input checked="" type="checkbox"/> Bi-weekly (x26)	\$ _____  <i>(automatically calculated based on the amount per allotment multiplied by 26)</i>	If you would like to donate to more than seven charities, visit <a href="http://cfcgiving.opm.gov">cfcgiving.opm.gov</a> to complete an online donation or attach another copy of this form with the total annual contribution amount appearing on copy 1 of X.																											
<input type="checkbox"/> Check Make checks payable to "Combined Federal Campaign" and attach to this form.	N/A	\$ _____ Check Amount																												
Authorization * If I chose payroll allotment as my payment source, I hereby authorize any agency of the United States Government by which I may be employed during 2022 to deduct the amount(s) shown above from my pay each pay period. My allotments will be in effect for one full year starting with the first pay period after January 15 and ending with the last pay period that includes January 15 of the following year. I authorize my payroll service provider to pay the amounts shown to the Combined Federal Campaign. I understand that I may revoke this authorization in writing at any time before it expires. I also acknowledge that I have the right to receive a notification if the amount(s) scheduled to be transferred differ(s) from the amount(s) displayed above. If I chose check, I hereby authorize Give Back Foundation on behalf of the Combined Federal Campaign to process my paper check as an electronic funds transfer (EFT) for the payment amount elected.			<table border="1"> <thead> <tr> <th>CFC Charity Code</th> <th>Annual Amount</th> <th>Volunteer Hours</th> </tr> </thead> <tbody> <tr><td><input type="text"/></td><td>\$ _____</td><td>_____</td></tr> <tr><td><input type="text"/></td><td>\$ _____</td><td>_____</td></tr> <tr><td><input type="text"/></td><td>\$ _____</td><td>_____</td></tr> <tr><td><input type="text"/></td><td>\$ _____</td><td>_____</td></tr> <tr><td><input type="text"/></td><td>\$ _____</td><td>_____</td></tr> <tr><td><input type="text"/></td><td>\$ _____</td><td>_____</td></tr> <tr><td><input type="text"/></td><td>\$ _____</td><td>_____</td></tr> <tr> <td><b>Total Annual Contribution</b></td> <td>\$ _____</td> <td>_____</td> </tr> </tbody> </table>	CFC Charity Code	Annual Amount	Volunteer Hours	<input type="text"/>	\$ _____	_____	<input type="text"/>	\$ _____	_____	<input type="text"/>	\$ _____	_____	<input type="text"/>	\$ _____	_____	<input type="text"/>	\$ _____	_____	<input type="text"/>	\$ _____	_____	<input type="text"/>	\$ _____	_____	<b>Total Annual Contribution</b>	\$ _____	_____
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Signature: _____ Date: _____																														

### Information Release (optional)

14. By completing the information below, I authorize the CFC to release my name and the following to my designated charity(ies):			
Personal Email Address		Pledge Amount Release	
		<input type="radio"/> Yes <input type="radio"/> No	
Home Address	City	State	ZIP Code

Individuals may pledge online at [cfcgiving.opm.gov](http://cfcgiving.opm.gov) and may contact the CFC Help Desk Monday through Friday from 8 a.m. until 6 p.m. Central Time at 800-797-0098 (toll-free) or 608-237-4898 (local/international) with questions about the pledge process.

# Instructions for Properly Completing Form 1654-A

- 1. Primary Email Address:** This is your work email address.
- 2. Donor Type:** The Civilian box is auto-checked.
- 3. Name:** Print your legal names legibly here.
- 4. CFC Unit Code:** While not required, entering your facility, station, office, or HQ ELT team's 6-character code [example: (CFC:1A2B3C)] will expedite pledge processing. If you do not know this code, ask your CFC Keyworker.
- 5. ZIP Code of Your Office/Facility/Station:** Enter the ZIP code of the location where you currently work. This is not your home ZIP code.
- 6. Overseas Employees:** If you are stationed or are working overseas, please check this box.
- 7. Your Department:** Keep the department as United States Postal Service.
- 8. Your Agency:** Enter your Region name (if Logistics or Processing at Region level), Area name (if Retail & Delivery at Area level), or Division name (if Logistics or Processing at Division level), or District name (if Retail & Delivery at District level), or Headquarters (if Headquarters, Headquarters Related or Headquarters, Field) here. Try to avoid acronyms.
- 9. Your Office:** Enter your USPS facility, station, office, or HQ ELT team name here.
- 10. Allotment Source:** Check the box either for payroll allotment or check. **Payroll allotment pledges ONLY:** Provide your USPS-assigned EIN.
- 11. Amount Per Allotment:** For payroll allotment, enter your amount pledged per pay period. "Bi-weekly" is auto-checked as the frequency of your pay periods.
- 12. Total Annual Gift:** For payroll allotment, multiply the amount pledged per pay period by 26. For check, enter the check amount.
- 13. Charity Designation:** You must select one or more of the 2021 CFC-approved charities or federated groups to receive your monetary and volunteer pledge. Confirm each charity's five-digit code and whether they accept volunteer hours in the online charity search or charity listing. Identify your selected charities by entering their corresponding five-digit code along with the total dollar amount you want each charity to receive. The total annual gift from the left must match the total pledged to charities on the right. If you would like to donate to more than seven charities, pledge online or use multiple paper pledge forms with the total annual contribution amount appearing on copy 1 of X.
- 14. Information Release:** Enter the information you want released to the charities you selected. If you prefer to remain an anonymous donor, leave this section blank. NOTE: If you pledged volunteer hours and choose not to release your personal information, you will have to contact your charities to arrange for your volunteer service.

## Combined Federal Campaign Privacy Act Statement

Pursuant to 5 U.S. C. 522a(e)(3), this Privacy Act Statement informs you why OPM is requesting information on this form.

**Authority:** OPM is authorized to collect the information on this form based upon the authority provided in Executive Order (EO) 12353 (March 23, 1982), as amended by EO 13743 (October 13, 2016), and 5 CFR 950 (January 1, 2017) including your USPS Employee Identification Number (EIN) required by the finance department to verify and process your payroll allotment pledge.

**Purpose:** The information you provide is primarily collected and used by OPM to accurately receive, process, acknowledge, and account for your donation to the Combined Federal Campaign (CFC); and to make payments to the charitable organizations to which you choose to donate.

**Routine uses:** The information we collect from you may be disclosed as a "routine use" to your payroll service provider, if you have chosen to make a recurring gift via payroll allotment; or to your credit card company, bank, or other financial institution for a one-time or recurring gift (using the CFC's online option) via credit card, electronic check, or automatic deduction from your financial account. With your authorization, we may also share the information you provide to us with local, national, or international charitable organizations or federations. In addition, we may share your information as a "routine use" with other external entities, such as law enforcement or state and federal tax authorities, when the disclosure is necessary to investigate a violation or potential violation of civil or criminal law. A complete list of routine uses can be found in the system of records notice titled "Central-20 National CFC System of Records."

**Consequences of failing to provide information:** Providing this information, including your EIN, is voluntary; however, without your signature and all of the information requested, it may not be possible for us to make this gift on your behalf, and we may suspend this pledge. In addition, if you do not provide any of the requested information, we may not be able to process your request for a payroll allotment. If you are making a one-time, lump-sum gift and, therefore, not using the payroll allotment method of payment, you are not required to furnish your EIN.