



AUTOMATIC PAYROLL DEDUCTION INFORMATION

General Instructions

Payroll deduction is the most convenient way to contribute to the Book Industry Charitable (Binc) Foundation. With payroll deduction, employees easily and automatically support their safety net with every paycheck. Because the donations are spread throughout the year, these contributions provide ongoing, reliable funding. It is easy to set up a payroll deduction plan at your store:

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 Employees' 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 another payment arrangement.
4. If you prefer to remit through an electronic funds transfer (EFT), contact Binc.

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 offer this option. You will use the Binc Foundation's EIN 38-3279018.
2. Binc will issue emailed receipts for each donor.
3. 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 wishes to match the employees' donations, decide at what level (i.e. 50¢ on the dollar, dollar-for-dollar, etc.).

Please address any questions to the Binc Foundation at 734-471-0201, or info@bincfoundation.org.



EMPLOYEE DONATION – AUTOMATIC PAYROLL DEDUCTION

Please use this form to set up or change an 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.

1. Employee Contact Details

Employee Name: _____

Email address for year-end receipt: _____

Address: _____ City: _____ State: _____ Zip: _____

Store or Company Name: _____

2. Type of Action

- New Payroll Deduction** – Deduction amount: \$_____ per paycheck
- Change Existing Payroll Deduction** – New amount \$_____ per paycheck
- Cancel Existing Payroll Deduction**

3. Authorization

I hereby authorize _____ to:
your store or company name

Initial one:

_____ 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 I submit a new *Employee Donation Form* changing or canceling this authorization.

OR

_____ Cancel my previous authorization to Binc effective with my next paycheck, dated: (MM/DD/YY)_____

Please mail this form to:

The Binc Foundation
Payroll Deduction
3135 S. State Street, Suite 203
Ann Arbor, MI 48108

Or Fax: 734.477.2806

Or Email: info@bincfoundation.org

*For more information, call
734-471-0201 or
info@bincfoundation.org*

Binc's Mission: To strengthen the bookselling community through charitable programs that support employees and their families.



STORE/COMPANY AGREEMENT – AUTOMATIC PAYROLL DEDUCTION

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.)

Store/Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____ Phone number: _____

Authorized Signature: _____

Date: (MM/DD/YY) _____



This organization is special and the booksellers that donate are sending a message to the people who need it; you deserve it, we want to help; what you do is important."

–A Bookseller

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