

2019 Combined Federal Campaign

FEDERAL EMPLOYEE PLEDGE FORM

OPM Form 1654-A



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.

Keep a copy for your records. OPM accepts online pledges through Jan. 12, 2020, at opm.gov/ShowSomeLoveCFC. 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 type="checkbox"/> Civilian <input type="checkbox"/> Active Duty Military	
3. Name * (first name)		(last name) *	
4. CFC Unit Code (six digits)	5. Zip Code of Your Office/Unit *		6. Overseas Employees
			<input type="checkbox"/> I am located in a foreign country/territory.
7. Your Department/Branch of Service * (no acronyms)			
8. Your Agency/Command * (no acronyms)			
9. Office/Unit * (no acronyms)			

Pledge Information (required)

10. Allotment Source *	11. Amount Per Deduction	12. Total Annual Gift	13. Charity Designation *		
<input type="checkbox"/> Payroll SSN (only required if electing payroll) - -	\$ _____ Check your payroll frequency: <input type="checkbox"/> Monthly (x12) <input type="checkbox"/> Semi-monthly (x24) <input type="checkbox"/> Bi-weekly (x26)	\$ _____ (Amount per deduction multiplied by the payroll frequency)	CFC Charity Code	Annual Amount	Volunteer Hours
<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 deduction as my payment source, I hereby authorize any agency of the United States Government by which I may be employed during 2020 to deduct the amount(s) shown above from my pay each pay period. My deductions 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.			_____	\$ _____	_____
Signature: _____ Date: _____			_____	\$ _____	_____
			Total Annual Contribution	\$ _____	_____

Information Release (optional)

14. By checking each box below, I authorize the CFC to release my name and the following to my designated charity(ies):			
Release Options:		Personal Email Address	
<input type="checkbox"/> Pledge amount <input type="checkbox"/> Personal Email Address <input type="checkbox"/> Home Address			
Home Address	City	State	Zip Code

Individuals may pledge online at opm.gov/ShowSomeLoveCFC 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 OPM 1654-A

- 1. Primary email address:** This is your work email address.
- 2. Donor type:** Federal employees, even those working in the Department of Defense, should check Civilian unless they are Active Duty Military members.
- 3. First name and last name:** Print your legal names legibly here.
- 4. CFC unit code:** Not required, but if you know your office/unit's six-digit CFC code, it will expedite processing your pledge. If you do not know this code, ask your CFC Keyworker.
- 5. Office/unit zip code:** Enter the zip code or APO/FPO of the place where you currently work. This is not your home zip code. If you are located in a foreign territory without a zip code or APO/FPO, leave this blank.
- 6. Overseas checkbox:** If you are stationed or are working overseas, please check this box.
- 7. Department/branch of service:** Enter your federal department here (e.g., Department of Homeland Security). Try to avoid acronyms. If you are a member of the Department of Defense, enter your branch of service here.
- 8. Agency/command:** Enter your federal agency here (e.g., Customs and Border Protection). Try to avoid acronyms. If you are a member of the Department of Defense, enter your command here.
- 9. Office/unit:** Enter the name of the office or division in which you work. If you are a member of the Department of Defense, enter your military unit here.
- 10. Allotment source:** Check the box either for payroll allotment or check. You only have to provide your Social Security number if you are electing to pledge via payroll allotment.
- 11. Amount per deduction:** For payroll allotments, enter your amount pledged per pay period and select the frequency of your pay periods.
- 12. Total annual gift:** For payroll allotments, multiply the amount pledged per pay period by the frequency of your pay periods. For check, enter the check amount.
- 13. Charity designation:** You must select one or more of the 2019 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 below. If you would like to donate to more than seven charities, please 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). In addition, Executive Order 9397 (November 22, 1943), as amended by EO 13478 (November 18, 2008), permits us to collect your Social Security Number (SSN).

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 deduction; 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 SSN, 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 deduction. If you are making a one-time, lump-sum gift and, therefore, not using the payroll deduction method of payment, you are not required to furnish your SSN.