



## BFASA Donation Instructions

This document provides instructions for how all UCR employees (including BFASA members and affiliates currently employed by UCR) and non-UCR employees (including BFASA members in retirement status) can donate to BFASA. Donations to BFASA are not mandatory, but we ask that all BFASA members consider donating \$60.00 (\$5.00 per month) annually. 100% of all donations, including institutional funds received by BFASA, will be used to support the organization's mission and purpose. All donations collected by BFASA are not refundable per UCR policy. Questions regarding donations to BFASA can be sent via email to [bfasa@ucr.edu](mailto:bfasa@ucr.edu).

### Option 1 BFASA's Giving Website [donate.ucr.edu/BFASA](https://myadv.ucr.edu/BFASA)

Option 1 is ideal for all UCR employees (including currently employed BFASA members and affiliates) that wish to make a one-time (non-recurring) donation to BFASA. This option is not ideal should one from this classification want to donate on a recurring basis as they should select Option 2.

This option is the only option for BFASA affiliates that are not currently employed by UCR that wish to make a one-time donation or recurring monthly donations. This classification also includes any BFASA member currently in retirement status.

\*Recurring donations made with Option 1 can be cancelled at any time by emailing [ucrgifts@ucr.edu](mailto:ucrgifts@ucr.edu) and explicitly stating a request to cancel all future recurring monthly donations.

### Option 2 BFASA's Pre-tax Payroll Deduction <https://myadv.ucr.edu/forms/BFASAPayroll/22BFASABC>

Option 2 is the ideal for all UCR employees (including currently employed BFASA members and affiliates) that wish to make recurring monthly donations to BFASA. One-time donations are not possible under Option 2.

BFASA affiliates not employed by UCR and BFASA members currently in retirement status are not eligible to use this option.

With Option 2, UCR employees have two pre-tax payroll deduction options to select from. The first is the "Recurring Monthly Payroll Deduction." With this option, employees will select the monthly amount they wish to donate and said amount will be deducted from their pay in perpetuity until they are no longer employed by UCR or select to terminate the payroll deduction. The second is the "Pledge Payments Via Payroll Deduction" option. In this option, UCR employees select a monthly amount they wish to donate as well as an overall pledge amount they promise to donate to BFASA overtime. The automatic payroll deductions stop once the pledge amount is reached or the employee cancels the automatic deductions. For example, if Person A decides to donate \$20 per month and pledges to donate \$1,000 to BFASA, Person A will automatically donate \$20 per month until the \$1,000 pledge amount is reached. At this point, the payroll deductions will stop.

\*Recurring donations made with Option 2 can be cancelled by emailing by completing the form found at the following link: <https://myadv.ucr.edu/forms/Cancel>

\*\*Those paid bi-weekly will have the monthly amount they decide to donate split between two pay periods.