

Payroll Deductions

Write-In a Charity Instructions

- > Select “Find a Charity”
Search for a charity
If the charity you wish to give to is not listed, select “Write-In”
Fill in the charity’s information in the pop-up window
- > Find a charity’s EIN by searching on [guidestar.org](https://www.guidestar.org)
- > Select “Save Write-In”