

Employee Payroll Deduction Request Donations to Canadian Red Cross: Alberta Fires Appeal

The Canadian Red Cross is appealing for financial donations in response to the devastating fires impacting Fort McMurray and area.

Alberta Health Services is offering employees the opportunity to make donations to the Canadian Red Cross via payroll deduction. If you wish to make a one-time donation **OR** a series of donations via payroll deductions, please complete and submit this form to Payroll. You can submit by fax at 1.855.476.8750; scan and email to Disaster.Relief@ahs.ca; or by mailing to 10301 Southport Lane SW, Payroll – 9th Floor Calgary AB T2W 1S7.

Donations made by payroll deductions will appear on Box 46 (Charitable Donations) of your 2016 T4 issued by Alberta Health Services

Employee Information		
Last Name	First Name	e-People Employee ID
Phone number	AHS email address	
Donation Type <i>Your donations made by payroll deductions will appear on Box 46 (Charitable Donations) of your 2016 T4 issued by Alberta Health Services</i>		
<input type="checkbox"/> One-time Payroll Deduction You can make a one-time donation via payroll deduction. This donation will be deducted as a lump sum in the pay period in which this form is processed.		
One time Donation Amount \$		
<input type="checkbox"/> Multiple Payroll Deductions You can make a series of donations via payroll deductions. This donation will be deducted in installments over the course of multiple pay periods. Deductions will stop after your total donation amount has been deducted (e.g.: if you indicate \$100 as a total donation amount and you want this to be deducted in \$20 installments, indicate \$20 as the amount to deduct per pay. Payroll will then deduct \$20 per pay period until \$100 is reached.)		
Total Donation Amount \$		Amount to deduct per pay period \$
Authorization		
Employee Signature		Date (yyyy-Mon-dd)

Your personal information on this form is collected under the legal authority of section 33(c) of the Freedom of Information and Protection Privacy Act. This information will be used by or disclosed for employment purposes. For questions, concerns, or more information about the collection, use or disclosure of your personal information, please contact HR Shared Services by calling 1-877-511-4455, by email at hrcontactcentre@albertahealthservices.ca, or by mail 10301 Southport Lane SW, Calgary AB T2W 1S7.