



PTO TRANSFER FORM

Please transfer _____* hours from my PTO balance to the Angel Tree Program.

Employee Name: _____ Signature: _____

Employee #: _____ Department #: _____ Date: _____

Important:

These dollars will show up as taxable income and will be reported to the IRS on your W-2 at year end. Your donation will be the value after applicable taxes and 401K deferrals (if applicable) are deducted. A donation letter will be sent to you from Hilltop stating the value of your contribution and the eligibility for a charitable deduction on your annual tax return.

*Employees may transfer a minimum of 1 hour with a maximum of 40 hours per year.

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For Payroll Use:

PTO Balance: _____ (current)

Less Requested: _____ (max 40)

New Balance: _____

Rate: _____

Total Dollar Amount: _____

Net Contribution: _____

Payroll Initial Date

Forward original to: Fiscal