



HOW TO MAKE A PAYROLL DONATION AND LOG YOUR VOLUNTEER HOURS

There are a few ways to begin CFD donations (start a payroll donation):

1. Log into your CFD account and set up donations: You can access your CFD account 24/7 by visiting our website, www.give.wa.gov. Click on the “Donor Sign-In” link in the top right corner. You’ll be prompted to answer a few questions to get access. Once logged in, you can add charities using their name, CFD charity code or a partial search. Add your amount and frequency, when you want the donations to begin, any preferences like anonymity, and click “SUBMIT.” Donations begin on the pay date you select.
2. Visit our [Search Engine](#) to find a charity and begin giving: Search for charities using any of the fields on the page. When you find the one you like, click “START GIVING TO THIS CHARITY” and you’ll have the same options to select regarding amount, frequency and preferences. Click “SUBMIT” and donations begin on the day you select.
3. Fill out a contribution form and send it to us: You can fill out the attached form and mail it to our mailstop (40250) or scan and email it to us at cfd@sos.wa.gov. Once we receive the form, we’ll set up donations and they’ll begin on the next available pay date or future date you select.
4. Call or email us and we can add donations for you: If you already know what charity/charities you’d like to give to and would like us to add them, we can set them up now and send you a confirmation email.

There are two ways to use the CFD Volunteer Tracker (log volunteer hours):

1. Visit our [Search Engine](#) and find the charity you volunteered with: We find the “Charity Name” field the easiest search option. Click “Search.” Results populate below. When you find your charity, click “Log Your Volunteer Hours with this Charity.” Follow the prompts to complete your volunteer time donation.
2. Sign in to your [myCFD account](#). When you’re logged in, scroll down to the “Volunteer Hours” section to add your volunteer hours.

Any way you choose to begin giving, donations will begin on the next available pay date, or a future date you select. Donations are automatically deducted until you cancel them, or if they’re one-time or limited-time, the end date is reached.

Donations are pre-tax: we send out emails to each donor who gave at the end of January/beginning of February showing donations you made in the previous year for you to use on your taxes.

For questions regarding how to give via the Volunteer Tracker or through payroll, contact us at cfd@sos.wa.gov or (360) 902-4162.