



HOW TO complete your State Employee Charitable Campaign (SECC) Contribution Form (DocuSign Version)

Step 1: Access the hyperlink from the [HR-SECC](#) website to access the State Employee Charitable Campaign (SECC) Contribution Form.

Step 2: Log in using your full name and UTRGV e-mail address, then click -> [BEGIN SIGNING](#)

*If you are a first-time user (UTRGV Faculty and Staff) of DocuSign, you will need to [activate your DocuSign account and set up your profile:](#)

1. Visit <https://www.utrgv.edu/esign>
DocuSign must be used via the UTRGV link to ensure you are using the UTRGV license.
2. Sign in with your UTRGV Username and Password
3. Click on Create your Signature

Step 3: Click the check box to agree to the use of electronic records and signature. Then click **CONTINUE**

Step 4: Complete the top portion of the form, including:

- Full Name (Last, First)
- UTRGV Employee ID Number
- Department/Building and Office Number/Campus Location
- Work Phone (xxx-xxx-xxxx)
- UTRGV E-mail Address

Please review the documents below.

FINISH FINISH LATER OTHER ACTIONS

START

DocuSign Envelope ID: DB25F352-14B7-45C2-A49F-C89EC157B028

SECC AUTHORIZATION FORM

(Give online at SECC-TEXAS.SIGNING.DIGS if your agency permits/participates)

CAMPAIGN AREA

#36-Rio Grande Valley

ENTER LOCAL CAMPAIGN AREA NAME OR REGION #

CONTROL NO.

FOR OFFICE USE ONLY — ACCOUNT #

PREFIX

LAST NAME

FIRST NAME

WORK EMAIL ADDRESS

The University of Texas Rio Grande Valley #746

STATE AGENCY NAME & NUMBER

DEPT.: UNIT #: FACILITY: LOCATION

Cameron/Hidalgo

COUNTY

Rolando Segovia

SECC COORDINATOR'S NAME


956-665-5025

COORDINATOR'S PHONE #

SUFFIX (Jr., Ph. D., etc.)

WORK PHONE

Together We Care



secc-texas.org

Step 5: Select your preferred *PAYMENT OPTION* and complete the identified steps.

For *PAYROLL DEDUCTION*, the Total Monthly Gift Amount and Total Annual Gift Amount will automatically be populated on the form. Review the document to confirm your selections, then click on ‘SIGN’ to provide an authorized signature* and proceed to STEP 8.

For a *ONE-TIME GIFT PAYMENT* contribution, Group Subtotals will automatically be populated. Review the document to confirm your selections, then proceed to Step 8 and select “FINISH”. The system will send a copy of your contribution form to SECC@utrgv.edu. Once you have submitted the form, proceed by visiting UTRGV Payments & Collections to make your one-time payment.

One-Time Gift Payment
CASH or CHECK

1. Complete the UTRGV SECC Contribution Form (DocuSign Version)

2. Visit the Bursar Office to submit payment
Brownsville BMAIN 1.1S1 (956) 882-7623
Edinburg ESSBL 1.200 (956) 665-2718

Please review the documents below.

FINISH FINISH LATER OTHER ACTIONS

START

PAYMENT OPTIONS ... select and complete one giving method:

☒ ONE-TIME GIFT

(attach cash, or check payable to STATE EMPLOYEE CHARITABLE CAMPAIGN — enter gift amount at right)

TOTAL ONE-TIME GIFT

(must match 3 group subtotals below, if designating)

\$

☐ PAYROLL DEDUCTION

TOTAL MONTHLY GIFT

(must match 3 group subtotals below, if designating)

\$

0.00

PAY PERIODS

(per year)

12

TOTAL ANNUAL GIFT

(Total Monthly Gift x 12 pay periods)

\$

0.00

AUTHORIZATION FOR PAYROLL DEDUCTION — I voluntarily authorize this deduction from my after-tax wages for a charitable contribution as indicated above. I understand that the expiration date of this authorization depends upon my pay schedule (see back for details). I also understand that I may revoke this authorization at any time by giving my payroll office written notice per the Comptroller's rules (see back for details). I agree to comply with the Comptroller's rules concerning this deduction. I have read and understand the "Distribution of Your Contribution" information on the back of this form.

Sign

SIGNATURE (authorizing payroll deduction)

DATE

EMPLOYEE ID NUMBER

Step 6: Complete *HOW I WISH TO DISTRIBUTE MY GIFT*. The amounts will total at the bottom and in the Total Monthly Gift Amount and Total Annual Gift Amount.

Please review the documents below.

FINISH

FINISH LATER

OTHER ACTIONS

START

HOW I WISH TO DESIGNATE MY GIFT ... minimum donation per group is \$2.00 per pay period:

EACH CHARITY IS ASSIGNED A SIX-DIGIT CODE; the first two digits of each charity code corresponds to its charitable group (federation) code. TO DESIGNATE: Enter a current year six-digit code followed by a gift amount. BY STATUTE: You may designate to charities within (3) charitable groups, or designate up to (9) charities within a single charitable group. THE TOTAL OF ALL DESIGNATED GIFT AMOUNTS (SUBTOTALS 1 + 2 + 3) must match either TOTAL ONE-TIME GIFT or TOTAL MONTHLY GIFT (in PAYMENT OPTIONS section).

first two digits of all codes within this group must match

27 #####

\$ 10.00

CHARITY or FEDERATION CODE

CHARITABLE GIFT AMOUNT

27 #####

\$ 15.00

CHARITY or FEDERATION CODE

CHARITABLE GIFT AMOUNT

\$

CHARITY or FEDERATION CODE

CHARITABLE GIFT AMOUNT

CHARITABLE GROUP (SUBTOTAL 1)

\$ 0.00

first two digits of all codes within this group must match

15 ###

\$ 20.00

CHARITY or FEDERATION CODE

CHARITABLE GIFT AMOUNT

\$

CHARITY or FEDERATION CODE

CHARITABLE GIFT AMOUNT

CHARITABLE GROUP (SUBTOTAL 2)

\$ 0.00

first two digits of all codes within this group must match

36 ###

\$ 5.00

CHARITY or FEDERATION CODE

CHARITABLE GIFT AMOUNT

36 ###

\$ 2.00

CHARITY or FEDERATION CODE

CHARITABLE GIFT AMOUNT

\$

CHARITY or FEDERATION CODE

CHARITABLE GIFT AMOUNT

CHARITABLE GROUP (SUBTOTAL 3)

\$ 0.00

VERY IMPORTANT: The first two digits of all charity codes must match within each column group.
Please note there is a minimum donation of \$2 per charitable group.

Step 7: Complete the *RECOGNITION & ACKNOWLEDGMENT SECTION*, select only one option. If requesting acknowledgement of donation to be sent via mail, provide HOME mailing address.

Enter text

FINISH

FINISH LATER

OTHER ACTIONS

START

RECOGNITION & ACKNOWLEDGEMENT

SELECT IF YOU WISH TO RECEIVE ACKNOWLEDGEMENT FROM YOUR CHARITY(ITIES); & PUBLIC RECOGNITION FOR YOUR GIFT. OPTION NOT SELECTED = YOUR NAME & DONATION WILL BE CONFIDENTIAL

MAILING ADDRESS

T X

CITY

STATE

ZIP

PERSONAL EMAIL ADDRESS

FINISH

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