

Your Benefit of the Month Matching Your Charitable Contribution

If you would like to make a donation to one of the charities below, PBSI will match your contribution.

Simply select the organization and dollar amount and send it back to us. We'll conveniently deduct your contribution from your paycheck, match it (up to a total of \$50), and mail it to the organization on your behalf. Your check stub is your receipt for tax purposes.

Return by December 23, 2021 to:

PBSI
4800 S Macadam Ave. Suite 245
Portland, OR 97239

Email to:
Michelle@pbsi.com

Or fax to: 503-223-4431



2021 W-2s

To assure the accuracy and timely delivery of your 2021 W-2, please make sure the address on your paycheck is current. Please call us with any corrections or if you plan to move within the next month.

You can choose to have your W-2 emailed.

Emailed W-2s will be available online sooner than mailed copies.

**Signing up is easy,
just go to
W2copy.com
by January 3
and click on the
olive green box to
enroll, our
company code is
iw2242**

Deduction Authorization Agreement

Choose Your Charity:

- Transition Projects (www.tprojects.org):** Provides homeless individuals and families with services, resources and tools to transition into housing.
- Oregon Friends of Shelter Animals (www.ofosa.org):** Improves living conditions and adoptability of shelter animals.
- Make a Wish Foundation of Oregon (www.oregon.wish.org):** Grants wishes of children with life threatening medical conditions.
- SOLVE (www.solveoregon.org):** Focuses on environmental clean up, native planting, invasive plant removal and environmental maintenance projects.
- Relief Nursery (www.reliefnursery.org):** Prevents child abuse and neglect through early childhood/parenting education and family support.

Choose Your \$\$ Amount

- \$5 (we'll make it \$10!) \$20 (we'll make it \$40!)
- \$10 (we'll make it \$20!) \$25 (we'll make it \$50!)
- \$15 (we'll make it \$30!)

Name: _____

Company: _____

I hereby authorize the payroll department of Professional Business Solutions, Inc. (PBSI) to make a one-time deduction from my paycheck for the amount and charity checked above.

Signature: _____

Return by December 23rd to PBSI.