

# How to set up the DGA in Your Workplace

## Management:

- Step 1:** Tell a DGA representative how many giving forms you need. (Deadline: August 1<sup>st</sup>)
- Step 2:** Tell your DGA representative what date you need the forms dropped off to you.

## Payroll Departments:

- Step 1:** Create an L.I.C. deduction option in your payroll system.
- Like any other deduction – such as medical insurance premiums.
- Step 2:** After employees turn in their giving forms; input all relevant information.
- Deductions take place between January 1<sup>st</sup> – December 31<sup>st</sup> of the following year.
- Step 3:** Mail completed copies of the directed giving forms to LICA:
- Local Independent Charities of America  
1100 Larkspur Landing Circle, Suite 340  
Larkspur, CA 94939
- Step 4:** Periodic checks are sent from the business to LICA. (monthly or quarterly)

### Additional Notes:

- 1) Send all funds lumped together. LICA divides and sends checks to each charity as designated.
- 2) LICA's annual financial audit will confirm employee designations were honored, and the independent audit is available to anyone upon request.
- 3) The giving form is on 3-layered carbon paper.  
(One copy for the employee, one copy for HR and one copy is mailed to LIC)