

EMPLOYEE DONATION ENROLLMENT FORM

The undersigned agrees to deduct voluntary contributions to the Coldwell Banker Residential Brokerage Charitable Foundation from their payroll. These funds will be held by the Foundation until it is deemed appropriate to donate. The donation will be to a public charity or other 501(c)(3) organization at the request of the Coldwell Banker Residential Brokerage Charitable Foundation.

To begin automatic deductions, please follow the steps below.

1. Log into <https://athome.realogy.com>, with the same ID information you use to check your payroll information
2. Click on **Human Resources** and then **Open House On Line**
3. Click on **My Pay**
4. Log into **ADP portal**
5. Click on **Pay & Taxes** in the top tab
6. Click **Deductions**
7. Click **Add New**
8. Click on the drop down and chose **M64- Realogy Foundation**
9. Enter the dollar amount you want taken out of each check
10. Check you **approve and save**

Deductions will begin with the next payroll cycle. There is no specified end to this deduction request.

You will receive an annual contribution letter for tax purposes.

If you wish to end enrollment in the program, please follow the steps below.

Cancellations will be processed as soon as possible.

To cancel automatic deductions:

1. Log into <https://athome.realogy.com>, with the same ID information you use to check your payroll information
2. Click on **Human Resources** and then **Open House On Line**
3. Click on **My Pay**
4. Log into **ADP portal**
5. Click on **Pay & Taxes** in the top tab
6. Click **Deductions**
7. Click on **Realogy Foundation**
8. Enter the end date of the deduction
9. Click **Save**

Please contact the HR department if you have any questions.

Thank You.



[GiveHousing.com](https://www.givehousing.com)

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