

**STATE AND UNIVERSITY EMPLOYEES COMBINED APPEAL  
CONTRIBUTION TRANSMITTAL (2020)**

\_\_\_\_\_  
Ambassador

\_\_\_\_\_  
Agency/University

\_\_\_\_\_  
Email

\_\_\_\_\_  
Agency Code

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone #

Please check one:

**Payroll Deduction** - Please limit pledge forms to 40 per batch.

Date: \_\_\_\_\_ Number of Forms: \_\_\_\_\_ Total: \$ \_\_\_\_\_

**One-Time Direct Gift** - Please limit pledge forms to 40 per batch.

Date: \_\_\_\_\_ Number of Checks: \_\_\_\_\_ Total: \$ \_\_\_\_\_

**Fundraiser and Events**- Please limit pledge forms to 40 per batch.

Date: \_\_\_\_\_ Number of Checks: \_\_\_\_\_ Total: \$ \_\_\_\_\_

This form is to be completed by you and returned with batches of no more than 40 completed pledge forms and check/money orders to SECA. Batch payroll deductions, check/money order, and fundraiser/event pledge forms separately. Review all pledge forms to make sure they are properly completed. **DO NOT SEND CASH**. Keep a copy of the transmittal form and pledge form for your records. A copy of the transmittal form will be returned to you from SECA upon verification of information. Send all transmittal forms containing one-time direct gifts and fundraiser/event donations to:

Illinois Office of Comptroller  
Attn: Aimee Ayers Mansfield  
325 W. Adams 3rd Floor  
Springfield, IL 62704  
217-524-6198

Send all batches containing payroll deductions along with the transmittal form electronically to:  
SECA@illinois.gov