



Together we care.

How to edit or delete your payroll donation

SUNCARES

WITH



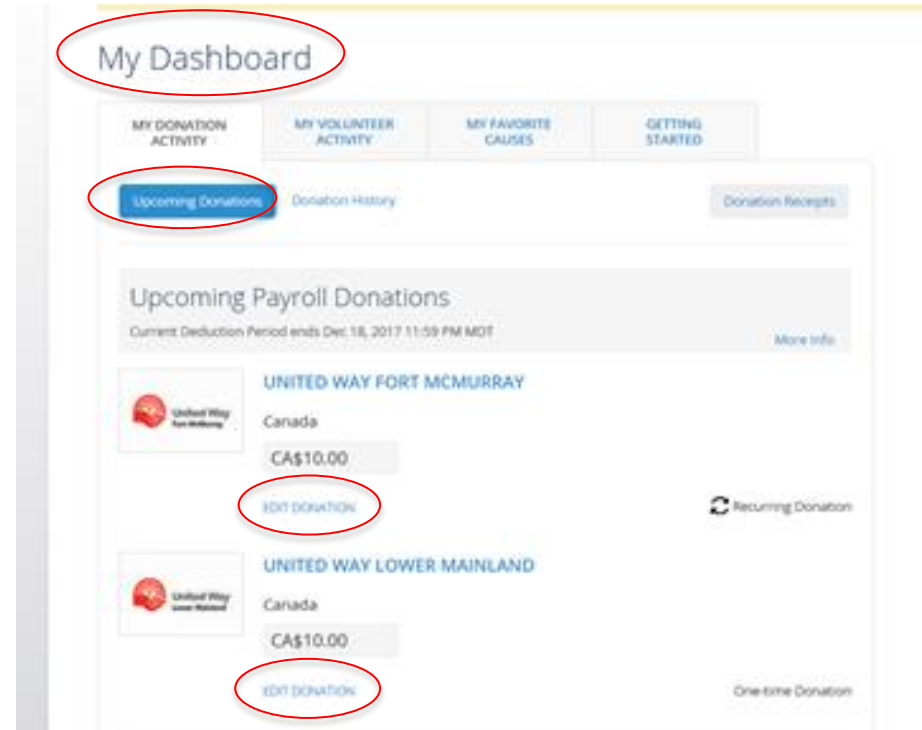
United Way

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SUNCOR

Step 1: Sign into your SunCares account

- Sign into your SunCares account through the [Core](#) or [suncor.com](#).
- Once on your dashboard, scroll down and select “My donation activity” to view your upcoming donations.
- Select “Edit donation” under the upcoming payroll donation you would like to edit or delete.



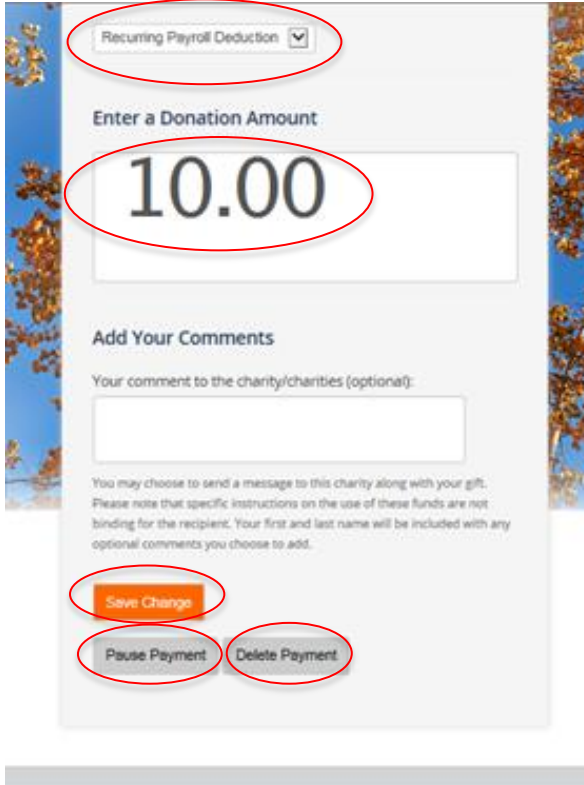
Step 2: Edit or delete your payroll donation

On the edit donation form you can:

1. Change your payroll donation from recurring to one-time, or one-time to recurring.
2. Change the amount of the donation that will be deducted from each pay cheque starting January 4th.
3. Delete your payroll donation* (no further payments will be made)
4. Pause your next payroll donation until a later date. As payroll donations will not begin until Jan 2018, this option is not currently applicable.

Once you have completed all of your payroll donation changes, select “save change” and your information will be updated.

* When you Delete you payroll donation you will be returned to your Dashboard



The screenshot shows a web form for editing a payroll donation. At the top, there is a dropdown menu labeled "Recurring Payroll Deduction" with a downward arrow, circled in red. Below it is a section titled "Enter a Donation Amount" with a large input field containing the number "10.00", also circled in red. Underneath is a section titled "Add Your Comments" with a text input field and a small note: "Your comment to the charity/charities (optional):". Below the comment field is a disclaimer: "You may choose to send a message to this charity along with your gift. Please note that specific instructions on the use of these funds are not binding for the recipient. Your first and last name will be included with any optional comments you choose to add." At the bottom of the form, there are three buttons: "Save Change" (orange), "Pause Payment" (grey), and "Delete Payment" (grey), all of which are circled in red.

2017 Payroll Deductions

Please note for 2017 payroll donations:

- **For recurring payroll donations, enter the amount you wish to donate each pay period, NOT an annual total**
e.g. A \$10 deduction per pay period = \$260 per year; you enter \$10
- For one-time or recurring payroll donations, your first deduction will be on your January 4 pay
- The deadline to make changes to your January 4 deduction is December 18

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