



STATE AND UNIVERSITY EMPLOYEES COMBINED APPEAL
CONTRIBUTION TRANSMITTAL FORM 2021

Ambassador: _____ Agency/University: _____
Mailing Address: _____ Work Email Address: _____
_____ Telephone: _____

Please check one:

Payroll Deduction
Date _____ Number of Forms _____ Total \$ _____

One-Time Direct Gift
Date _____ Number of Checks _____ Total \$ _____

Fundraiser and Events
Date _____ Number of Checks _____ Total \$ _____

This form is to be completed by the Ambassador and returned with completed pledge forms and check/money orders made payable 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. Send all transmittal forms containing one-time direct gifts and fundraiser/event donations to:

Illinois Office of Comptroller
Attn: Amy Evans
325 West Adams
Springfield, IL 62704

** If you do not have any checks or money orders you can send everything electronically to:

SECA@illinoiscomptroller.gov