

# The Paperwork for Your Workplace Campaign

## How to Complete Your Pledge Envelope


For United Way Use Only

Batch # \_\_\_\_\_

Date \_\_\_\_\_

Processed by \_\_\_\_\_

Call 255-3551 to have a United Way Representative pick up this envelope - Thank You!



**REPORT ENVELOPE**

701 Steuben Street • Sioux City, IA 51101

Phone: 712-255-3551      Fax: 712-255-3028

**INSTRUCTIONS**

- Please Complete Envelope Fully
- Attach cash/checks to pledge cards
- Enclose all Pledge Forms for United Way
- **Make a copy for your payroll records**

**Company:** \_\_\_\_\_ **Org. #:** \_\_\_\_\_ **# of Employees:** \_\_\_\_\_

Preparer's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Preparer's Email: \_\_\_\_\_

Payroll Department Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee Donation Type	# of Givers	Total \$ for Donation Type
Cash or Check		
Payroll Deduction		
Direct Bill or Credit Card		
<b>Total Employee Contributions</b>		

Corporate Gift \$ \_\_\_\_\_

Special Event \$ \_\_\_\_\_

**Total \$ \_\_\_\_\_ (Emp + Corp + Special)**

**Payroll Deduction Pledges will be Paid:**

Monthly  Quarterly  Other \_\_\_\_\_

Start Date: \_\_\_\_\_

**Please forward statements to:**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**The Corporate Pledge will be paid:**

Monthly  Quarterly  Other \_\_\_\_\_

Start Date: \_\_\_\_\_

**Please forward statements to:**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**Giving Cards**

Distributed \_\_\_\_\_

Needed \_\_\_\_\_

Giving Cards are for individuals giving \$100 or more per year. United Way will provide giving cards for you to distribute.

**1 Contact information** is essential for United Way in case there are any questions. **# of employees** is the only way we have of updating that information on a company each year.

**2 Completely filling in the ALL the donation information** sections serves as a cross check and balance for the company's total giving.

**3 Accurate Payroll Deduction and Corporate Pledge information** helps insure a smooth process for both the company and United Way.

**4 Fill in the number of Giving Cards** needed and UW will deliver them. If you have giving cards fill in the number distributed.

**5 When your envelope is complete either deliver to UW or contact UW and a we can pick it up.**