

How to Complete Your Pledge Envelope

We are here to help if you have any questions. 712-255-3551


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		
Total Employee Contributions		

Corporate Gift \$ _____ (Corporate Pledge Form or Payment Enclosed)

Special Event \$ _____

Total \$ _____ (Emp + Corp + Special)

<p>Payroll Deduction Pledges will be Paid:</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other</p> <p>Start Date: _____</p> <p>Please forward statements to:</p> <p>Name: _____</p> <p>Phone #: _____</p> <p>Address: _____</p>	<p>The Corporate Pledge will be paid:</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other</p> <p>Start Date: _____</p> <p>Please forward statements to:</p> <p>Name: _____</p> <p>Phone #: _____</p> <p>Address: _____</p>
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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 serves as a cross check and balance for the company's total giving. **Either a signed Corporate Pledge form or payment must be included with a corporate gift.**

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 the envelope is complete either deliver to UW or contact UW to pick it up.