

United Way of Siouxland – Pledge Envelope
EXAMPLE of Completed Envelope

For United Way Use Only
Batch # _____
Date _____

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: ABC Company **Org. #:** 123456 **# of Employees:** 48

Preparer's Name Sam Jones Phone: 712-222-1234

Preparer's Email: sjones@abccompany.com Phone: _____

Payroll Department Contact Name: Sherry Smith Phone: 712-222-1235

Employee Donation Type	# of Givers	Total \$ for Donation Type
Cash or Check	2	\$200
Payroll Deduction	30	\$1,840
Direct Bill or Credit Card	1 DB	\$500
Total Employee Contributions	33	\$2,540

Corporate Gift \$ \$2,500

Special Event \$ \$120

Total \$ \$5,160 (Emp + Corp + Special)

Giving Cards
Distributed <u>0</u>
Needed <u>13</u>
<small>(United Way will mail to you)</small>

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

Payroll Deduction Pledges will be Paid: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other _____ Start Date: <u>January 1, 2017</u>	The Corporate Pledge will be paid: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other <u>once</u> Start Date: <u>December 31, 2016</u>
Please forward statements to: Name: <u>Sherry Smith</u>	Please forward statements to: Name: <u>Sherry Smith</u>
Phone #: <u>712-222-1235</u>	Phone #: <u>712-222-1235</u>
Address: <u>1600 Main Street</u> <u>Sioux City, IA 51104</u>	Address: <u>1600 Main Street</u> <u>Sioux City, IA 51104</u>

United Way of Siouxland – Pledge Envelope INSTRUCTIONS

We appreciate all the work you have done to get to this point. It is important that all the items on the envelope be completely filled out.

For United Way Use Only
Batch # _____
Date _____

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: _____	Phone: _____	
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 \$ _____
Special Event \$ _____
Total \$ _____ (Emp + Corp + Special)

<p>Payroll Deduction Pledges will be Paid: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other _____ Start Date: _____ Please forward statements to: Name: _____ Phone #: _____ Address: _____</p>	<p>The Corporate Pledge will be paid: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other _____ Start Date: _____ Please forward statements to: Name: _____ Phone #: _____ Address: _____</p>
---	--

Giving Cards
Distributed _____
Needed _____
<small>(United Way will mail _____)</small>
Giving Cards are discount cards for individuals donating \$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 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 a UW staff person will deliver them.

5 When envelope is completed either deliver to UW or contact UW and a UW staff person will pick it up.

If there are any questions about the envelope contact United Way at 712-255-3551.