

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 \$ _____

Special Event \$ _____

Total \$ _____ (Emp + Corp + Special)

Payroll Deduction Pledges will be Paid: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other _____ Start Date: _____	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: _____	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.