

REPORT ENVELOPE

Please see instructions on back



1. Company Name _____
2. Total # Employed Locally _____
3. Partial Report Final Report
4. Completed Roster of Givers
5. Total Gift Amount is Shown on EACH Pledge Form
6. Report Prepared by: _____
 Please PRINT NAME _____ Date _____
 Email _____ Phone _____
7. Person Responsible for Processing Payroll Deduction Pledges:
 Name _____ Phone _____
 Email _____
8. United Way Staff/Campaign Liaison:

	Column #1	Column #2	Column #3
ENVELOPE SUMMARY	# of Donors Enclosed	Total Dollars Pledged	Total Payment Enclosed
A. Cash/Checks/Charges Enclosed			
B. To be Billed			
C. Stock			
D. Non-Payroll Totals (A+B+C)			
E. Payroll Deduction Pledges			
F. Special Events			
G. Corporate Pledge ONLY (Report only if pledge form enclosed)			
COLUMN TOTAL (D+E+F+G)			

Please Note: Donors may pay their billed pledge by mailing a check, using their online banking bill pay, via our website or by providing credit card information. We value your relationship - and your security

United Way Use Only

United Way _____
 Envelopes Picked Up by _____ Date Picked Up _____
 I Confirm Envelope is Filled Out & Accurate _____ Date _____
 Account Number _____

UNIFI SOLUTIONS USE ONLY

	Done by	Date
Envelope Summary Confirmed		
Audit (Random - If not chosen, enter N/A)		
Data Entry		

Notes/Explanations of Changes

INSTRUCTIONS FOR COMPLETING REPORT ENVELOPE

1. Fill in your Company Name.
2. Total # Employed Locally - Used to determine percent participation calculation.
3. Check whether this is a PARTIAL or FINAL report. DO NOT include previous partial reports in this report.
4. Check that you have enclosed a COMPLETED roster of givers.
5. Check you have confirmed the total gift amount is on EACH pledge form.
6. Sign report and provide your contact information.
7. List whom UW staff should contact for questions on payroll deduction pledges and payments.
8. List the UW staff person or campaign liaison who assisted with your campaign.

Envelope Summary

A. **Cash/Checks/Charges Enclosed** - Fill Columns 1-3. Total dollars pledged and total payment enclosed SHOULD BE EQUAL.

If a donor is making a partial payment on a pledge with this envelope, use line B instead of A

B. **To be Billed**: Fill in Columns 1 & 2. If a donor is making a partial payment on a pledge, enter that payment in Column 3.

C. **Stock** - Please call the United Way Office.

D. **Non-Payroll Totals** - Add up all columns and the totals.

E. **Payroll Deduction Pledges** - Fill in Columns 1 & 2.

F. **Special Events** - Enter dollars raised through organized fundraising events & activities in Columns 2 & 3.

G. **Corporate Pledge ONLY** - This is for the company's pledge, not the total collected from employees. Make certain the corporate pledge form is signed, dated and enclosed.