In order to properly thank our donors, we need to ensure all payments in this envelope have been properly matched to an employee at your company through the Workplace Giving Portal.

Before submitting this envelope to United Way, please be sure you have:

1. Ensured EACH PAYMENT matches PLEDGES that are recorded in your company’s electronic campaign portal
2. Completed and enclosed your “CASH AND CHECKS PAYMENTS FORM”

<table>
<thead>
<tr>
<th># DONORS</th>
<th>TOTAL AMOUNT $</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH ENCLOSED:</td>
<td></td>
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<tr>
<td>CHECKS ENCLOSED:</td>
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<tr>
<td>TOTAL ENCLOSED:</td>
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</tbody>
</table>

PERSON PREPARING REPORT: (PLEASE PRINT)

SIGNATURE:

DATE:

FOR UNITED WAY USE ONLY

Account Number ____________________________

Received

Initials Date

Audited

Initials Date