**DON'T FORGET!**

- Create an excel spreadsheet of all donor pledges and details & send to accounting@unitedwaygc.org
- Attach any cash or checks to respective pledge cards and include in envelope
- Make copies of pledge cards for your payroll records & include originals in envelope

### Section 3 – Summary of Gifts/Pledges

<table>
<thead>
<tr>
<th>A. Employee:</th>
<th># Donors</th>
<th>Total $ Gift or Pledge</th>
<th>Total $ Cash/Checks Enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fully Paid Gifts (Cash &amp; Checks) – Enclose Signed Pledge Cards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Direct Bill Pledges (Includes Stock, Bill Me, and Credit Card Pledges) – Enclose Signed Pledge Cards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Payroll Deduction Pledges (This information MUST be provided by company.)</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>4. Special Event/Fundraiser Dollars</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>5. Employee Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Corporate Gift:</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>C. Grand Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 4 – Payroll Payment Information

1. Date you will begin withholdings for the above Payroll Deduction Pledges
2. Payroll deduction withholdings will be paid to United Way:  
   - Monthly
   - Quarterly
3. Billing/Payroll Dept. Contact: Name __________________________ Phone __________________________
4. Billing Address (if different from above) ____________________________________________
   ____________________________________________

### Section 5 – Authorization

Please print name of person preparing report __________________________ Signature __________________________ Phone __________________________

THANK YOU!

FOR UNITED WAY USE ONLY

Account Number __________________________

Received __________________________

Initials __________________________ Date __________________________

Audited __________________________

Initials __________________________ Date __________________________