



# United Way of Portage County Campaign Report Envelope Checklist

- Pledge Totals should reflect only what is in this envelope.**
- If your company/organization has multiple locations, each location should be reported in a separate envelope along with the number of employees at that location.
- Include a **signed, legible copy of each pledge form in envelope.** Separate employee pledge forms by type — payroll deduction **OR** other employee gifts — fully paid by cash or check, direct bill, credit card and stock gift.
- Be sure to retain 2 copies of the pledge form. One for the employee and one for the payroll department.
  - **Payroll Deduction**  
Send one copy of each pledge form to your payroll department and enclose one copy in envelope. Indicate billing preference or mark “Do Not Bill” if you plan to automatically send payroll deductions to United Way.
  - **Other Employee Gifts**
    - **Fully Paid - Cash or Checks**  
Checks should be made payable to **United Way of Portage County.**  
**Please paper clip** checks or cash to pledge forms. **Please do not staple.**
    - **Direct Bill**
    - **Credit Card or Stock Gifts**  
All direct billing, credit card and stock gifts pledge forms should be signed and include complete home address.
- Corporate Pledges** - A signed corporate pledge form should be included in the envelope.
- Special Event Income** - Please report these amounts and number of events on the line provided.
- Keep a copy of this report envelope for your records.**
- Seal envelope. Call United Way of Portage County at 330.297.1424 for pickup.**

## FOR UNITED WAY STAFF USE

Date Picked Up:

By UWPC Staff:

Company Representative:

By signing above all parties agree that the face of this envelope is filled out in its entirety, signed by the original preparer and that the envelope is sealed upon pickup by United Way of Portage County.

**LIVE UNITED**



**United Way  
of Portage County**

330.297.1424  
www.uwportage.org