



\_\_\_\_\_  
**Employee Campaign Coordinator Signature**    **Date**

Telephone \_\_\_\_\_

\_\_\_\_\_  
**United Way Representative Signature**                      **Date**

**Please complete front of envelope in its entirety.  
(Envelope will not be opened unless complete.)**

**Be sure to seal this envelope!  
(Unsealed envelopes will not be accepted.)**

### **Pledge Descriptions:**

**Cash or Check:** Contributions which are one-time, paid-in-full donations. The number of Contribution Forms and cash or checks enclosed in the envelope must equal the information given on the front of the envelope.

**Payroll Deduction:** Contributions which will be deducted from an employee's payroll check. This may be either one-time or per-pay-period contributions. The annualized total of the contribution should be written in the appropriate place on the Contribution Form, including contributions which are a percentage of an employee's pay. It is the company representative's responsibility to ensure that copies of all employee payroll deduction contributions are given to the corporation's payroll department.

**Credit Cards:** A contributor may opt to have United Way bill a credit card for the amount of their donation. United Way accepts Visa, MasterCard, Discover and American Express only. The Contribution Form should include the contributor's complete credit card number, including expiration date and credit card billing address. A daytime phone number should also be included should a need to contact the contributor arise.

**Special Events:** Your company may have raised contributions through special fundraising activities. Please deposit any cash raised through these events and write a company check to United Way of the Midlands. If a company check is not an option please secure the money in a separate envelope marked Special Event Funds and place in this envelope.

**Direct Bill:** Please paperclip all forms together that are marked direct bill and place in the envelope.

**Contribution Forms must be signed.**