



United Way of the  
Mid-Willamette Valley

**INSTRUCTIONS**

1. Enclose pledge forms, cash, and checks in the Report Envelope
2. Forward copies of payroll pledges to your payroll department.
3. Complete envelope in its entirety and return to the United Way.
4. Make copy of envelope information for your records.
5. Seal envelope and sign along the seal. If transported by an LE, they must sign along the seal upon pick-up.

# Report Envelope

\_\_\_\_\_ of \_\_\_\_\_

This Report is:  Partial  Final

Organization Name: \_\_\_\_\_ CEO Name: \_\_\_\_\_

Address: \_\_\_\_\_ CEO E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Campaign Coordinator: \_\_\_\_\_

Campaign Coordinator E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Total # of Employees : \_\_\_\_\_ Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Payroll pledge payments will be:  Quarterly  Monthly  Other

Beginning: \_\_\_\_\_ # of Pay Periods: \_\_\_\_\_

**INCLUDE PLEDGES, PAYMENTS AND INVESTMENTS NOT PREVIOUSLY REPORTED**

Method of Investing Enclose Pledge Forms	Number of Investors	A. Total Annual Investments	B. Amount of Cash & Checks Enclosed	C. Unpaid Balances Column A less Column B
1 Employee Payroll Pledges (Pledge Copies to Payroll)		\$	\$ <b>DO NOT USE</b>	\$
2 Cash and Checks		\$	\$	\$ <b>DO NOT USE</b>
3 Credit/Debit Cards		\$	\$ <b>DO NOT USE</b>	\$
4 Fundraisers	<b>DO NOT USE</b>	\$	\$	\$
5 Corporate Investment (Enclose Corporate Pledge Card)	<b>DO NOT USE</b>	\$	\$	\$
6 <b>GRAND TOTALS</b>		\$	\$	\$

Person Preparing Report \_\_\_\_\_ Title/Department \_\_\_\_\_ Phone/Extension \_\_\_\_\_ Date \_\_\_\_\_

Notes/Comments \_\_\_\_\_

Received \_\_\_\_\_  
INITIALS

Data Entry \_\_\_\_\_  
INITIALS

Reviewer \_\_\_\_\_  
INITIALS