

WHEN COMPLETED, PLEASE FORWARD TO UNITED WAY IMMEDIATELY!

Company _____ No. of Employees _____

Billing Address _____

City _____ ST _____ Zip _____

Telephone Number _____

Name of Preparer of Report _____

Email _____

This report is: Partial (additional reports to follow) Final



**United Way
of the Brazos Valley**

1716 Briarcrest Dr., Suite 155
Bryan, TX 77802
979-696-4483
www.uwbv.org

Instructions: Please complete the following chart for only the information enclosed in this envelope.

1	Giving Option	Total Pledge Amount Enclosed (\$)	# of Givers	Instructions
a)	Payroll Deductions			A. Forward White copy of Pledge Form to Payroll/HR Dept. B. Enclose Yellow copy of Pledge Form to United Way C. Forward Pink copy of Pledge Form to Employee
b)	Cash/Checks/One-time Gifts			A. Enclose Yellow copy of Pledge Form & cash, checks B. Forward Pink copy of Pledge Form to Employee
c)	Credit Card Gifts			A. Enclose Yellow copy of Pledge Form with all credit card information B. Forward Pink copy of Pledge Form to Employee
d)	Other (Online Gifts)			A. Enclose Yellow copy of Pledge Form to United Way B. Forward Pink copy of Pledge Form to Employee
e)	Fundraisers / Special Events			A. Enclose Yellow copy of Pledge Form to United Way B. Enclose List of fundraiser events & amounts raise from each, if multiples
2	Sub Total			Sum of lines a + b + c + d + e
3	CORPORATE GIFT / MATCH		N/A	Enclose copy of Pledge Form to United Way
4	GRAND TOTAL			Sum of lines 2 + 3

THANK YOU!!

Signature of Preparer: _____ Date ____ / ____ / ____

DID YOU REMEMBER....

- Double check all totals?
- Are all credit, payroll and bill me forms signed?
- To initial the flap after sealing it?

THANK YOU!

FOR UNITED WAY INTERNAL USE ONLY:

Giving Option	Total Pledge Amount Enclosed (\$)
Payroll Deductions	
Cash/Checks/One-time Gifts	
Credit Card Gifts	
Other (online gifts)	
Fundraisers / Special Events	
Sub Total	
CORPORATE GIFT / MATCH	
GRAND TOTAL	

NOTES: