

REPORT ENVELOPE

United Way
of the Southern Tier



88 E. Tioga Ave., Suite 102, Corning, NY 14830 | (607) 936-3753 | www.uwst.org

For United Way Use Only:

Envelope #:	Deposit Date:	Posted in Andar - Initials & Date:
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Account #:
Company Name:
Address:
of Employees:

Please make any changes above as necessary.

1 HOW CAN WE CONTACT YOU?

Envelope Prepared By:

Phone Number:

Email Address:

2 TOTAL DONORS AND TOTAL DOLLARS

CONTRIBUTION TYPE	# OF DONORS	TOTAL \$ AMOUNT	UWST USE ONLY
Payroll Deductions			
Cash + Checks			
Credit Card			
To Be Billed			
Special Events			
CORPORATE GIFT			
ENVELOPE TOTAL			

3 PROVIDE COPIES TO PAYROLL

YES, we have provided copies of all pledge forms to the payroll department.

Payroll Contact:

Phone Number:

Email Address:

4 SELECT REMITTANCE SCHEDULE

Payroll Gifts: Quarterly Monthly Bi-weekly

Corporate Gifts: Once Quarterly Monthly

5 VERIFY ENVELOPE CONTENTS

By signing below, I certify the contents of this envelope match the amounts and totals above.

Name:

Signature: Date:

6 SEAL ENVELOPE AND CONTACT UWST FOR PICK UP ARRANGEMENTS AT (607) 936-3753

THANK YOU!