

Report Envelope



300 Nasser Civic Center Plaza, Suite 220, Corning, NY 14830

607-936-3753

607-936-4376 (fax)

For United Way Use Only:

Envelope #	Account #	Deposit Date	Division	Posted in Andar, Initials	Date
			CC ES		
			CS WS		

FILL OUT COMPLETELY

Name of Organization:	
Street Address:	C/S/Z:
Billing address (if different):	
Company Coordinator Name:	
Phone:	Email:

Preparer's Name: _____ Preparer's Signature: _____ Date: _____

Total # of Employees:	<input type="checkbox"/> PARTIAL REPORT <input type="checkbox"/> FINAL REPORT
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Totals below should agree with envelope contents. (do not include previously reported data)

EMPLOYEE GIVING	# OF DONORS	TOTAL CONTRIBUTION	Cash/Check in envelope	UWST ONLY
Employee Payroll Deductions				
Cash/Checks (Paid In Full Contributions)				
Credit Card Contributions				
Employees To Be Billed By United Way				
Special Events/Fund Raising (bake sale, etc.)				
Total Employee Giving				
CORPORATE GIFT				
ENVELOPE TOTAL	Total # Donors	Total Contribution	Total Cash/Checks	

How Will Company Remit Payroll Deduction?	<input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly (Please check one)
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THANK YOU!!!

*From the many people who benefit
from your generosity!*