

Report Envelope

United Way
of the Southern Tier



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

607-936-3753

607-936-4376 (fax)

www.uwst.org

For United Way Use Only:			
Envelope #	Account #	Deposit Date	Posted in Andar, Initials Date

FILL OUT COMPLETELY

Name of Organization:	
Street Address:	C/S/Z
Billing address (if different):	
Company Coordinator Name:	
Phone:	Email:
Total # of Employees:	<input type="checkbox"/> PARTIAL REPORT <input type="checkbox"/> FINAL REPORT

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.)				
CORPORATE GIFT				
ENVELOPE TOTAL	Total # Donors	Total Contribution	Total Cash/Checks	

How will company remit PAYROLL DEDUCTION? Quarterly Monthly Bi-weekly

How will company remit CORPORATE GIFT? Quarterly Monthly Once Other

(If nothing is checked, a monthly statement will be mailed beginning April 2014)

Name: _____ Signature: _____ Date: _____

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

