

REPORT ENVELOPE



UNITED WAY
Southern Tier

1 West Market Street, Suite 202, Corning, NY 14830 | (607) 936-3753 | 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 ensure this envelope face is completed in full.

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 listed. Please also indicate if this is the final closing envelope for your campaign.

Name: _____ **Final:** ☐ Yes ☐ No

Signature & Date: _____

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

THANK YOU!