


Non-Payroll Pledge Envelope (green print)

- Use for Pledge Cards with non-payroll donations, which may be cash, check or credit card.
 - Please limit each envelope to 50 pledge cards for easier documentation by Donor Services (request additional envelopes from your Development Officer as needed).
- Use for donations from Special Events during your campaign, like raffles or luncheons.
- Include Corporate Gift information if you have it.



Envelope # _____ United Way Use Only

Campaign Envelope

Non-Payroll Pledges 

Step 1: Company Information

Name: _____ Account #: _____
 Address: _____ Total # of Company Employees: _____
 City, State, ZIP: _____

Step 2: Pledge Information

		Amount Pledged	Payment Enclosed
Corporate Gift		\$ _____	\$ _____
Special Events		\$ _____	\$ _____
Employee Gifts	Cash	\$ _____	\$ _____
	Check	\$ _____	\$ _____
	Credit/Debit	\$ _____	\$ _____
	Direct Bill	\$ _____	\$ _____
Subtotal		\$ _____	\$ _____
Total All Gifts <small>(Corporate + Special Events + Employee Gifts)</small>		\$ _____	\$ _____

Step 3: Verification (Please place no more than 50 cards per envelope.)

I have completed the total number of donors and dollars for each category above.
 I have checked all pledge forms for complete donor information, including total annual pledge.
 I have made a copy of this envelope & all pledge cards for my records and have sealed the envelope.

Step 4: Signatures

Envelope Completed By: _____ Date: _____
The information on the face of this envelope is accurate to the best of my knowledge.
 I have verified the pledges and United Way of Greater Toledo is authorized to issue statements in these amounts.

Authorized Signature: _____ Date: _____
Required for Corporate Pledge if signed card not enclosed.

Thank you!

For United Way Use Only

UW Signature: _____ Date: _____
 Face Created: _____ Date: _____
 Deposit By: _____ Date: _____
 Closed By: _____ Date: _____
 Final Audit: _____ Date: _____

Comments and Special Information: _____


United Way of Greater Toledo • 424 Jackson St., Toledo, OH 43604 • (419) 248-2424 • Fax (419) 246-4614 • unitedwaytoledo.org
 United Way in Wood County • 111 S. Main St., Bowling Green, OH 43402 • (419) 352-2390 • Fax (419) 254-4766 • unitedwaywoodcounty.org
 United Way in Ottawa County • 1854 E. Perry St., Port Clinton, OH 43452 • (419) 734-6645 • Fax (419) 734-4841 • unitedwayottawacounty.org

Non-Payroll Pledge Envelope (green print)

1. Complete the top portion of the envelope front with your company information. If you do not have the account number, you can leave it blank.
2. If your company donates a corporate gift, include the confirmed amount in the appropriate column, depending on whether the gift is enclosed in the envelope or is pledged for payment later.
3. Mark any Special Event money from raffles or other Campaign Activities. Typically, that money is enclosed, so the amount goes in the second column.
4. Add up pledges from Pledge Cards by category, depending on whether they donated by check, cash, card, or would like to be billed. Typically cash and check donations would go in the "Payment Enclosed" Column, and Credit/Debit and Direct Bill would go in the "Amount Pledged" Column.
5. Total the number of donors and amount of all gifts at the bottom of the section. This piece is crucial to ensure that we track the same amount of money, particularly cash, from your company to our organization.
6. Complete the checklist in Step 3, verifying each item.
7. Seal the envelope and write your name in Step 4. Secure Authorized Signature if needed for Corporate Gift.
8. Contact your Development Officer for envelope pick-up.

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Campaign Envelope

Non-Payroll Pledges 

Step 1: Company Information

Name: _____ Account #: _____
 Address: _____
 City, State, ZIP: _____ Total # of Company Employees: _____

Step 2: Pledge Information

		Amount Pledged	Payment Enclosed
Corporate Gift		\$ _____	\$ _____
Special Events		\$ _____	\$ _____
Employee Gifts	# of Donors	Amount Pledged	Payment Enclosed
	Cash	\$ _____	\$ _____
	Check	\$ _____	\$ _____
	Credit/Debit	\$ _____	\$ _____
	Direct Bill	\$ _____	\$ _____
Subtotal		\$ _____	\$ _____
Total All Gifts <small>(Corporate + Special Events + Employee Gifts)</small>		\$ _____	\$ _____

Step 3: Verification (Please place no more than 50 cards per envelope.)

I have completed the total number of donors and dollars for each category above.
 I have checked all pledge forms for complete donor information, including total annual pledge.
 I have made a copy of this envelope & all pledge cards for my records and have sealed the envelope.

Step 4: Signatures

Envelope Completed By: _____ Date: _____
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Authorized Signature: _____ Date: _____
Required for Corporate Pledge if signed card not enclosed.

Thank you!

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 Deposit By: _____ Date: _____
 Closed By: _____ Date: _____
 Final Audit: _____ Date: _____

Comments and Special Information:

Payroll Pledge Envelope


(blue print)

- Use for Pledge Cards with payroll donations.
 - Please limit each envelope to 50 pledge cards for easier documentation by Donor Services (request additional envelopes from your Development Officer as needed).
- Be sure that your HR/Payroll Department receives copies of pledge cards to process payroll donations.



Envelope # _____ United Way Use Only

Campaign Envelope

Payroll Pledges 

Step 1: Company Information

Name: _____ Account #: _____
Address: _____
City, State Zip: _____ Total # of Company Employees: _____

Step 2: Pledge Information

	# of Payroll Donors	Amount Pledged
Payroll Gifts		\$

Step 3: Verification (Please place no more than 50 cards per envelope.)

- I have completed the total number of donors and dollars above.
- I have checked all pledge forms for complete donor information, including total annual pledge.
- I have made a copy of all payroll pledge cards for our payroll department.
- I have advised all payroll donors to retain a copy of their pledge form in order to comply with the IRS substantiation guidelines for charitable contributions.
- I have made a photocopy of this envelope for my records and have sealed the envelope.

Step 4: Signatures

Envelope Completed By: _____ Date: _____
The information on the face of this envelope is accurate to the best of my knowledge.
I have verified the pledges and United Way of Greater Toledo is authorized to issue statements in these amounts.

Thank you!

For United Way Use Only

Special Instructions:

UW Signature: _____ Date: _____
Face Created: _____ Date: _____
Deposit By: _____ Date: _____
Closed By: _____ Date: _____
Final Audit: _____ Date: _____

United Way of Greater Toledo
1001 Madison Ave., Ste. 100
Toledo, OH 43604
unitedwaytoledo.com


Payroll Pledge Envelope

(blue print)

1. Complete the top portion of the envelope front with your company information. If you do not have the account number, you can leave it blank.
2. Total the number of payroll donors within the envelope and the sum of all payroll pledges in the envelope. (If using multiple envelopes for more than 50 pledge cards, please only include information for this specific envelope.)
3. Review the checklist in Step 3 to confirm each item.
4. Seal the envelope and write your name in Step 4 with the date.
5. Contact your Development Officer for pick-up.

Envelope # _____ United Way Use Only

Campaign Envelope

Payroll Pledges 

Envelope # _____

United Way Use Only

Step 1: Company Information

Name: _____ Account #: _____

Address: _____ Total # of Company Employees: _____

City, State Zip: _____

Step 2: Pledge Information

	# of Payroll Donors	Amount Pledged
Payroll Gifts	_____	\$ _____

Step 3: Verification (Please place no more than 50 cards per envelope.)

I have completed the total number of donors and dollars above.
 I have checked all pledge forms for complete donor information, including total annual pledge.
 I have made a copy of all payroll pledge cards for our payroll department.
 I have advised all payroll donors to retain a copy of their pledge form in order to comply with the IRS substantiation guidelines for charitable contributions.
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Special Instructions:

UW Signature: _____ Date: _____

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Closed By: _____ Date: _____

Final Audit: _____ Date: _____

United Way of Greater Toledo
 1001 Madison Ave., Ste. 100
 Toledo, OH 43604
 unitedwaytoledo.com