

Workplace Report Envelope Checklist

- Are ALL completed pledge forms enclosed?
- Do all pledge forms have a total annual gift amount entered?
- Are designation forms attached to their corresponding pledge forms and enclosed in this envelope?
- Have you forwarded all payroll deduction pledge form information to your payroll department?
- Do the cash and checks in the envelope total the Payment Enclosed amount in Section 1?
- Are all checks made out to “United Way”?
- Is the Number of Donors listed in Section 1?
- Is Corporate Payment information completed in Section 2?
- Is the Workplace Report Envelope signed & sealed?
- Did you make a copy of the envelope face for your records?