

FOR OFFICE USE ONLY:

ENVELOPE#: \_\_\_\_\_

DATE: \_\_\_\_\_

# HEART OF ILLINOIS UNITED WAY CAMPAIGN REPORT FORM



**THIS REPORT IS A :** REPORT (A partial report means your campaign is still in progress. Please do not include results from any previous partial reports.)

**REMINDERS:**

- Please cross out any incorrect company/address information and hand-write the correct information on the line.
- All information on this report should reconcile with your contributor cards.
- For accounting purposes, ALL Contributor Cards and Designation forms must be enclosed.
- All contributor cards must be returned to our office by January 31 to honor directed contributions or exceptions.

<b>COMPANY/AGENCY:</b>	<b>ACCOUNT NUMBER:</b>

**ADDRESS:**


**Payroll Deduction Information (to properly credit your organization's account):**

Billing statements with payroll deduction balances due will be provided by the United Way. Minimal pledge loss, due to employee turnover is anticipated, however, extraordinary termination of employee contributions must be reported to our Finance Department.

How often do you want to receive statements? \_\_\_\_\_ **Beginning (month)** \_\_\_\_\_

Payroll deductions will begin on (month/year): \_\_\_\_\_ **And end on (Month/Year)** \_\_\_\_\_

Total # of Full-Time Equivalent* Employees: (*2 Part-Time = 1 Full-Time Employee)	0	# of Givers	Pledges \$	Payments \$
<b>PAYROLL DEDUCTION</b> <small>Send white copy of pledge card to United Way. Send yellow copy to YOUR payroll department.</small>				
<b>NON-PAYROLL DEDUCTION</b> <small>Checks, cash, credit card charges, Direct Bill. Please PAPER CLIP cash and checks to pledge cards.</small>				
<b>CORPORATE GIFT</b> <small>Please enclose Corporate Pledge Card.</small>				
<b>SPECIAL EVENTS</b> <small>Make checks payable to United Way.</small>				
<b>TOTALS</b>			\$	\$

**ECC (Employee Campaign Coordinator) Information:** **Date:** \_\_\_\_\_

<b>Name:</b> _____	<b>Preparer Signature:</b> _____
<b>Phone:</b> ( ) - _____	<b>Preparer's Name:</b> _____
<b>E-Mail:</b> _____	<b>Preparer's Phone:</b> _____
	<b>Preparer's E-Mail:</b> _____