

United Performing Arts Fund, Inc.
Employee Giving Report Envelope

<input type="checkbox"/> PARTIAL	<input type="checkbox"/> FINAL		
Account # Company Address City/State/Zip Phone		Date	
		Report Completed by (please print) Signature Total # of Employees:	
Please alphabetize pledge cards within payment category		Dollars	Donors
<u>CASH</u> (UPAF encourages cash gifts to be made in the form of a check or money order made payable to UPAF)			
<u>CHECKS</u> (Match each check to corresponding pledge card, please do not use staples)			
a) Subtotal - CASH and CHECKS			
<u>CREDIT CARD CHARGES</u> (Please be sure pledge card is signed)			
<u>PLEDGES TO BE BILLED</u> (Please be sure pledge card has an address)			
<u>PAYROLL DEDUCTION</u> (Please forward the UPAF copy of PD cards to UPAF and the payroll copy to your payroll department)			
b) Subtotal			
<u>SPECIAL EVENT</u>			
GRAND TOTAL			

In order for us to expediently handle any questions regarding payroll deductions (billing, changes, etc.), please complete the following information.

Name of contact in billing/payroll department		Date payroll deductions scheduled to begin for this campaign:
Phone	Payments will be made: <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____	
Address of billing/payroll department (if different from above)		

Please call Renee Dudley at (414) 270-4490 or Margaret Macek at (414) 270-4488 if you have any questions

<u>Office Use Only</u>
Envelope # _____
Date entered: _____