

Company Report Envelope

United Way of Carlisle & Cumberland County

145 S. Hanover Street, Carlisle, PA 17013
 Phone: 717-243-4805 Fax: 717-243-8005
 Email: office@uwcarlisle.org

1. Instructions:

- Fill out sections 1 – 5.
- Submit **United Way Copies** of the pledge forms along with Company Report Form.
- Keep **Payroll Copies** of the pledge forms for your records.
- Please list employees giving at leadership levels on page 2.

Name of Company: _____

2. This is a: Partial Report Final Report

Please Do Not Include Results From Any Previous Reports

3. BUSINESS Contributions:

Total Business Pledge	Cash/Check	Balance Due

4. EMPLOYEE Contributions:

	Number of Donors	Total Pledge Amount	Cash/Check Enclosed	Reminder for payroll deduction			
				Monthly	Quarterly	Once (what month?)	None
a. Cash/Check Payments							
b. Payroll Deductions							
c. Direct Bill				Describe Special Event(s):			
d. Credit Cards							
Employee Totals <i>(Add a, b, c & d)</i>							
Special Events & Fundraisers							

Total Contributions:

\$

\$

Business + Employee + Special Event(s)

Total part time employees _____

Total full time employees _____

Payroll deduction begins _____

5. Your Name and contact information in case we have any questions. Please print.

Name _____



UNITED WAY
 Carlisle and
 Cumberland County

Date _____ For Audit Use Only
 Initial _____ Batch # _____
 Env # _____

