**Tips for filling out the Employee Summary Sheet**

If you want a quick and easy Excel spreadsheet, please visit our website: [www.unitedwayblackhills.org/campaign](http://www.unitedwayblackhills.org/campaign), scroll down and click on Employee Summary Sheet.

Auto sum your totals **(minus the sample lines)**. Please print 2 copies: (1) return the original sheet to UWBH in packet and (2) give one to your payroll department.

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If you prefer to use the paper copy, PLEASE PRINT names so they are legible.

Fill out the employee names (First name Last name)

Refer to the 4 sample lines, one is filled out for each pledge type.

**Please make a copy of this form, return the original in packet to UWBH and give the copy to your payroll office.**

**Payroll Deduction pledges:**

Add up the individual’s **total** pledge, whether it’s per pay period, “A Dollar A Day for United Way” or a FairShare Gift. Put this total in the Total Annual Payroll Deduction column (the 3rd column under Payroll Deduction Summary) and fill in the # of pay periods that person has. Also fill in the Payroll Deduction Amount, which is their total divided by the # of pay periods.

**Cash/Check pledges:**

List the cash or check donation amount in the 1st column under Cash/Check.

For Check: List the check # and the check date.

For Cash: Write “Cash” in the 2nd column.

**Direct Bill pledges:**

List the dollar amount that the employee wishes to be billed. A home mailing address **must** be provided on their pledge form, by the employee, for bills to be sent to them. A minimum donation of $100 is required for this option.

**ACH/EFT Withdrawal pledges:**

List the dollar amount that the employee wishes to have withdrawn monthly from their checking account, which will begin on January 20th. A voided check **must** be provided by the employee unless they are continuing their ACH withdrawals from the previous year provided that there have not been any account/routing# changes.

**Credit Card pledges:**

**Employee: Fill out a pledge form to be returned in the packet or insert a copy of their online receipt. If filling out a pledge form, they must notate the date of their credit card transaction. \*Do not list credit card information on the form.**

**Processor: List the dollar amount that the employee donated.**