

# Report Envelope Instructions

Need help completing the report envelope? Your LCS will be happy to assist you.

For United Way use

LCS _____	DATE _____	<b>FOR OFFICIAL USE ONLY</b>	BATCH/ENVELOPE # _____
LCA _____	DATE _____		ACCT DATE _____
STAFF _____	DATE _____		
PROCESSING ACCOUNT _____			
FUNDRAISING ACCOUNT _____			
LOCAL CHECKOFF ACCT _____			

## UNITED WAY CAMPAIGN REPORT ENVELOPE

ACCOUNT NUMBER \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

Enter all pledge information

<b>EMPLOYEE DONATION</b>			
	# OF DONORS	TOTAL PLEDGED	CASH AND CHECKS ENCLOSED
<b>(A) PAYROLL</b>			
<b>(B) FULLY PAID</b> Cash/Checks			
<b>(C) BILL AT HOME</b>			
<b>(D) FUNDRAISER/ SPECIAL EVENT</b>			
<b>TOTAL (A+B+C+D)</b>			

Balance due = total pledged - total cash and checks enclosed

**BALANCE DUE**

Please notify your Loaned Campaign Specialist when this report is complete. Sign and date below.

Report Submitted by: \_\_\_\_\_  
Authorized Company Official/Campaign Coordinator Date

Sign the envelope here.  
 Pledges will not be processed unless envelope is signed

