



UNITED PERFORMING ARTS FUND

Employee Giving Report Envelope

|                        |                                 |                                  |                                |                     |
|------------------------|---------------------------------|----------------------------------|--------------------------------|---------------------|
| <b>Office Use Only</b> | <input type="checkbox"/> ONLINE | <input type="checkbox"/> PARTIAL | <input type="checkbox"/> FINAL | Envelope #: _____   |
|                        | Envelope picked up by _____     |                                  |                                | Date entered: _____ |

Campaign Information

|  |  |
|--|--|
| <b>Account #</b>   | <b>Date</b>  |
| <b>Company</b>   | <b>Report Completed by (please print)</b>  |
| <b>Address</b>   |  |
| <b>City/State/Zip</b>  | <b>Signature</b>   |
| <b>Number of Employees</b>   |  |
| Does your company use the UPAF employee online giving tool? <input type="checkbox"/> yes <input type="checkbox"/> no | Is this your FINAL Campaign envelope? <input type="checkbox"/> yes <input type="checkbox"/> no |

Payroll Information

**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:<br><input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____ |
| Address of billing/payroll department (if different from above)  |  |
| Please call our Operations Department at (414) 273-8723 or email <a href="mailto:eghelp@upaf.org">eghelp@upaf.org</a> if you have any questions. |  |

Envelope Contents

|  | Dollars | Donors |
|--|---------|--------|
| <b>NOTE:</b> Please alphabetize pledge cards within payment category<br>Please do not include previously reported pledges            |         |        |
| <b>CASH</b> (UPAF encourages cash gifts to be made in the form of a check or money order made payable to UPAF)                       |         |        |
| <b>CHECKS</b> (Match each check to corresponding pledge card, please <b>do not use staples</b> )                                     |         |        |
| <b>a) Subtotal - CASH and CHECKS</b>   |         |        |
| <b>CREDIT CARD CHARGES</b> (Please be sure pledge card is signed)  |         |        |
| <b>PLEDGES TO BE BILLED</b> (Please be sure pledge card has an address)  |         |        |
| <b>PAYROLL DEDUCTION</b> (Please make a copy of PD cards. Send the original to UPAF and provide the copy to your payroll department) |         |        |
| <b>b) Subtotal</b>   |         |        |
| <b>SPECIAL EVENT</b><br>(Monies should be seperated into a envelope labeled "Special Event")   |         |        |
| <b>CORPORATE CONTRIBUTION</b><br>(please enclose documentation)  |         |        |
| <b>GRAND TOTAL</b>   |         |        |

I made copies of all payroll pledges and forwarded them to my payroll department.



**P L E A S E   R E M E M B E R :**

- to separate pledge cards by check, credit card charges, pledges to be billed and payroll deduction.  
NO STAPLES PLEASE
- to write one check or money order for all the cash gifts included
- to sign and date the report envelope (over the seal)

**T H A N K   Y O U !**



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**United Performing Arts Fund**  
929 N. Water Street  
Milwaukee, WI 53202