



HAWAII ISLAND UNITED WAY, INC.

ENV#

142 Kinoole Street, Suite A Hilo, HI 96720
 P. O. 745 Hilo, HI 96721-0745
 Phone: (808) 935-6393

P. O. Box 3318
 Kailua-Kona, HI 96745-3318
 Phone: (808) 326-7400



www.HawaiiUnitedWay.org

Instructions:

Cash & Check Pledges
 Original Form - Attach with donation.
 Yellow Copy-Donor's Receipt.

Charge, Billing, Electronic Funds Transfer(EFT) Pledges
 Originals - Submit with envelope.
 Yellow Copy-Donors Receipt.
 -Be sure all original pledge forms are signed
 -Be sure charge pledge includes expiration date.
 -For EFT processing, please attach voided check with original pledge form.

Payroll Deduction Forms

County Originals
 -Submit with this envelope for HIUW processing.
 -Be sure all payroll forms are signed.
 -Return all original payroll forms by October 31.

State Payroll Originals
 -Submit with this envelope for payroll processing by HIUW.
 -Be sure all payroll forms are signed
 -Return all Original Payroll Forms by October 31.

All Other Payroll Deduction Originals
 -Submit to your Human Resources or payroll department for payroll processing before December 31.
 -List all payroll donor information on report sheet and submit report sheet with envelope.

Report Sheet
 -List donors alphabetically.
 -List donation amounts for each donor.
 -Provide mailing address for donors giving \$250 or more via cash, charge, billing, EFT transfer or payroll deductions for IRS Acknowledgement.

Donor Designations
 -Please fill out both back and front of the donor card for proper processing. Minimum donor designation \$24.00

STEP #1 Team Captain take charge!

TEAM CAPTAIN [] PHONE []

STEP #2 Team Captain deliver to:

[]

STEP #3 "Thank You" for your support!

[] Company Coordinator [] Phone

STEP #4 Call for Pickup! Be aware of due dates.

Team Captain **OR** United Way at (808) 935-6393 (Hilo) (808) 326-7400 (Kona)

[] \$

Any Cash? Please verify before sealing envelope!

STEP #5 Return to the United Way by October 31

[]

HIUW RECEIVED

I want to be a CORPORATE leader only, please do not send envelope!

FOR OFFICE USE ONLY

- Interested in the following?
- Community Building
 - Corporate Matching
 - Endowment Fund
 - Leadership Giving
 - Planned Giving
 - Special Events
 - Volunteer Opportunities

Audited By: []

Audit Date: []

CHECKLIST	# OF RECEIPTS	PROCESSED
Mahalo Letters		
IRS Acknowledgements		
Leadership Givers		
Payroll Deductions		
Awards		

FUNDRAISERS	
CASH	\$
CHECKS	\$
TOTAL	\$

DONOR DESIGNATIONS		# EMP
CASH/CHECKS	\$	
BILLINGS	\$	
PAYROLL	\$	
TOTAL	\$	

EMPLOYEE PLEDGES		# EMP
CASH	\$	
CHECKS	\$	
CHARGE	\$	
BILLING	\$	
EFT	\$	
PAYROLL	\$	
TOTAL	\$	

TOTAL PLEDGES VERIFIED \$ []

For auditing purposes, please return this original envelope, not a copy!