



FOUR STEPS TO SET UP PAYROLL DEDUCTIONS

LIVE UNITED

- 1** Notify your payroll office and your company's payroll processor (if applicable) about offering payroll deduction at your company.
- 2** Begin your United Way campaign. You will receive brochures, posters, sample communications, pledge forms, employee report forms, and pledge envelopes as part of your campaign toolkit.
- 3** At the end of your United Way campaign, complete the employee report forms. Provide one copy to your payroll department and the other to United Way.
- 4** Payroll deductions need to begin with the first payroll in the new year and continue for all of the pay periods in your annual payroll cycle (unless otherwise specified by a donor). Payment can be sent every payroll, monthly, quarterly, semi-annually, or annually. United Way will send reminders and money should be remitted to United Way of Greater Portland, P.O. Box 15200, Portland, ME 04112-5200.

YOUR UNITED WAY RELATIONSHIP MANAGER IS READY TO ASSIST YOU AT ANY TIME!



United Way
of Greater Portland