

UNITED WAY EMPLOYEE LISTING SHEET

Campaign Year _____



COMPANY/ORGANIZATION TOTAL # OF EMPLOYEES TOTAL # PARTICIPATING

- List all employees who are contributing this year.
- Summarize giving on the Employee Campaign Summary card. Indicate the number of employees giving, and amount by each method.
- Please make a copy of the pledge forms for payroll records and return the original to United Way.
- **Important – keep a copy of this listing sheet for your files and return the original to United Way.**

EMPLOYEE NAME	AMOUNT PER PAY PERIOD	NUMBER OF PAY PERIODS PER YEAR	CONTINUOUS GIVER	TOTAL ANNUAL GIFT	PAID HEREWITH	ADDITIONAL INFORMATION
EXAMPLE: Bob Smith	\$8.00	12	CG	\$96.00	-0-	Payroll Deduction
EXAMPLE: Jill Smith	\$5.00	One time		\$5.00	\$5.00	Cash Enclosed
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2.						
3.						
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14.						
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16.						
17.						
18.						
TOTAL						