



United Way of Frederick County
 Bernard W. Brown Community Center
 629 N Market
 Frederick, MD 21701
 Phone: 301-663-4231
 info@unitedwayfrederick.org
 www.unitedwayfrederick.org

REPORT ENVELOPE

BATCH _____

COMPANY: _____

ADDRESS: _____

CITY: _____ State: _____ Zip: _____

REPORT SUMMARY [This Envelope Only]	# Giving Employees	Total Gift	Amount Paid	Balance Due
Payroll Deduction Retain payroll copy, but enclose United Way copy of pledge forms.				
Direct Billing/Fully Paid Gift Enclose individual pledge forms, cash and checks (signature and address required).				
TOTAL EMPLOYEE GIVING Total lines 1, 2 and 3				
Special Fundraisers				
Corporate Gift				
TOTAL [ALL GIFTS] Total lines 4, 5 and 6				

Partial Report ☐ Final Report ☐

Current Envelope Total \$ _____

Previously Reported \$ _____

Total to Date \$ _____

Date _____

Contact Person _____

Phone _____

Our company will remit regularly payroll deductions to United Way of Frederick County for this campaign beginning:

(date) _____

Our company would like to be billed:

☐ Monthly ☐ Send by mail

☐ Quarterly ☐ Send by e-mail

☐ One Time

Number of Leadership Givers: _____ \$500-999 _____ \$1,000-2,499 _____ \$2,500-4,999 _____ \$5,000-9,999 _____ \$10,000+

Number of Full Time Employees: _____ Number of Part Time Employees: _____

Please update any new contact information:

CEO or Senior Contact _____ Phone _____ E-Mail _____

Campaign Coordinator _____ Phone _____ E-Mail _____

OFFICE USE ONLY

Account # _____

Audit _____

Designations _____

Acknowledgment _____