



10 Easy Steps to Starting a United Way Payroll Deduction Campaign

1. Your payroll system must be able to accommodate an additional voluntary payroll deduction (i.e. 401k, union dues, etc).
2. Choose a time frame to run your campaign. A 1-2 week campaign is recommended.
3. Pledge Form are available from the United Way and we require a copy of every donor's pledge form so appropriate gratitude can be expressed and donor options can be administered.
4. Pledge Forms should also be retained by the HR department and used to calculate the payroll deductions. The total gift is usually spread across your regular pay periods unless otherwise indicated. Cash or Check payments are passed on directly to United Way of West Ellis County. (unless your organization has its own internal process)
5. Withholding can start at any time. Most Companies start on January 1st and invite United Way to renew the campaign and employee pledges each fall.
6. Every employee should retain a copy of their pay stub for IRS substantiation.
7. HR decides how often to pay United Way (once/month, once/pay period, once/quarter). United Way typically does not invoice your business and most businesses pay United Way monthly.
8. Payments are to be mailed to United Way of West Ellis County. (PO Box 1025, Midlothian, TX 76065) Many businesses make ACH payments to United Way and arrangements can be set up by contacting United Way at 972-723-7520. Please include the name of your business, dates of the payroll, and the employees associated with your payment to United Way.
9. When an employee leaves your company, there is no indebtedness to United Way.
10. New employees should be invited to begin making United Way contributions throughout the year.