

United Way of Portage County

PROCESS FOR HANDLING FILLABLE PDF PLEDGE FORMS

To avoid handling and processing errors, we ask that all organizations using the Fillable PDF Pledge Forms employ the following process:

- Fillable form can be emailed to employees working remotely – the three-part carbonless forms can be used for employees working on-site
- Request that completed fillable forms be emailed to the Campaign Coordinator at your office
 - Donors should save their completed form as proof of their donation – or in addition to their pay stub at the end of their donation cycle if giving through payroll deduct
- Upon receipt of completed forms by the Campaign Coordinator, two copies of each pledge should be printed
 - o One copy for payroll (if payroll deduct)
 - o One copy added to their completed paper pledge forms (White Copy) to be turned in to United Way in your purple campaign envelope that came with your campaign materials

We request that Fillable Forms not be emailed to United Way. Please let us know if you have any questions or concerns with this process by calling or emailing Laura Pfeil at laura@unitedwaypoco.org or by calling 715-254-2187. Thanks!