

Pledge Form Completion Instructions 2014 NDSU UNITED WAY CAMPAIGN

MY INFORMATION

Please complete. Employee id number is required.

MY INVESTMENT IN MY COMMUNITY

1: Easy Payroll Deduction

- Enter Amount per pay period, Number of pay periods per year, Total.
- We are paid twice a month.
 - 9 month employees have 18 pay periods
Example: Work Aug 16-May 15 - Paid Sept 15-May 31
 - 10 month employees have 20 pay periods
Example: Work Aug 1-May 31 - Paid Aug 31-June 15
 - 11 month employees have 22 pay periods
Example: Work July 1-May 31 - Paid July 31-June 15
 - 12 month employees have 24 pay periods
- Employees who are on less than 12 month appointments will not have a United Way deduction when they are on “summer leave” and do not receive a regular paycheck.
- Employees on less than 12 month appointments who have their checks spread over 12 months will have 24 pay periods and will have a United Way deduction taken out of each pay period.
- Deductions will begin on the January 15 paycheck and end with the December 31 paycheck.

2: Cash/Check

- Enter check #, check date and amount on form. Make check payable to United Way; don't forget to sign your check; paperclip cash or check to pledge form.

3: Stock

- Please contact United Way, 237-5050, or email unitedway@unitedwaycassclay.org.

4: Bill Me (\$50 minimum)

- Enter home address and total gift.
- Select One Time or Quarterly or Monthly. Direct billing will start on Jan. 1.

5: Credit Card

- Enter Amount on form. Fill in Credit Card information.
- Select: Immediately or one time in Jan 2015 or Quarterly in 2015 or Monthly in 2015
- Select Card Type

LEADERS IN GIVING

- Complete if your combined household annual gift is \$600 or more.

MY SIGNATURE

- Required to authorize your gift to United Way.

REVERSE SIDE

- United Way of Cass-Clay Community Partners and Programs
- Investing Options (bottom of page)

PLEDGE FORM SUBMISSION

Return completed pledge form to your Unit Campaign Coordinator (www.ndsu.edu/president/unitedwaycampaign/coordinators/), per their instructions.

Campaign information is available at www.ndsu.edu/president/unitedwaycampaign.