

PAYROLL DEDUCTION INSTRUCTIONS

Deduction period

Fall 2016 campaign deductions usually begin in January 2017 and finish with last pay period in December 2017, although some companies are on a different cycle.

Documentation

Please include documentation with your payment that details the names of employees and the **amount to be deducted/paid**. Please forward the attached contact and information sheet and a summary of **total pledges**. Whatever report or worksheet you use will work for United Way.

Terminating employees

Please let us know when you have terminated employees and the balance remaining on their pledge. Include this information with your next payment. Remaining balance will be written off as an uncollectible for terminated employees.



New employees

Include a pledge form in your company's new hire packet to give new employees the opportunity to donate to United Way immediately. If you sign up new employees during the year, please include a copy of their pledge form with your next payment.

Monthly/quarterly summary

You will receive a monthly or quarterly pledge reminder that details the total pledges and the payments received. Please provide the billing address for pledge reminders.

Remittance of payroll deductions

Payroll deductions should be remitted on a **pay period or monthly basis** to United Way of North Central Florida. If circumstances do not allow for this payment frequency, please contact the United Way office to make other arrangements with Rhonda Johnson at 352-333-0843.

Please **make checks payable** to United Way of North Central Florida and mail to our **lockbox address** at:
United Way of North Central Florida
P.O. Box 864790
Orlando, FL 32886-4790

Special Thanks to our Academy Sponsors