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United Way of Northwest Louisiana PROCESS FOR SETTING UP PAYROLL DEDUCTIONS

(Provided to All New Participants)

1. Each employee completes a United Way pledge form indicating how much he/she would like to have deducted each pay period and an annual total. The pledge form is designed to establish giving for a one-year period. This form requires a signature by the employee for payroll deduction and is the document that gives payroll the authorization to make this deduction from their paycheck. **THE PAYROLL OFFICE MUST RECEIVE A COPY OF THIS FORM FOR PROCESSING THE PLEDGE.** The original copy of the pledge form is submitted to United Way with a Campaign Report Sheet completed and signed by a company representative.
2. Payroll deductions begin the first pay period in January and continue through December 31. A new pledge form is required each year to continue the pledge. Donors may make one-time payroll deductions, provided that is clearly marked on their pledge form.
3. The deduction is set up like any other deduction for benefits. The payroll office should then remit the total payroll deductions along with the employee payroll deduction detail to United Way of Northwest Louisiana, 402 Edwards Street, Shreveport, LA 71101, on a monthly or quarterly basis. A set of payment coupons will be sent to the payroll department. It is extremely helpful, if possible, to provide a list of donors and amounts with each payment to us to ensure we credit each employee's donation pledge correctly.
4. When an employee leaves the company or asks to have his/her pledge stopped before the end of the year, an uncollectible pledge balance will occur. This is normal and United Way accounts for such pledges. The company should notify United Way Accounting Department of the terminated employees as soon as possible and then send all dollars collected.
5. Most payroll processing companies like ADT, etc. are very familiar with deductions for United Way.
6. If payroll processing is handled in another county or state, it is important to verify with the payroll processing center in January that 1) the pledge cards were received; 2) deductions have been started; and 3) that the remittances are being sent to the correct United Way office (Northwest Louisiana).
7. Billing for corporate gifts can be arranged. Corporate gifts may be remitted on a payment schedule that best suits the company needs (monthly, quarterly, bi-annually or annually). Payments should be sent to the address listed below, and may be included with employee payments. If combining payments, please specify corporate/employee breakdown so that we may post your payments correctly.
8. Your United Way professional will be happy to help facilitate this process.