

Donation Remittance Checklist

Paper Remittance Process (Pledge Forms, Checks, etc.)

If your organization raised money through an event or received any donations by paper (e.g. checks, pledge forms), here is how to provide those donations to United Way.

- Contact campaign@gtcuw.org or your United Way campaign representative to inform us that you have pledge forms or checks to turn in. We will mail you the proper supplies to turn in these donations to United Way.
- When you receive your supplies, please put pledge forms and any checks in the United Way remittance envelopes (maximum of 50 pledge forms per envelope).
 - Use red envelope for special events gifts.
 - Use blue envelope for gifts from employees or a gift from your organization.
 - Keep copies of the pledge forms for your payroll department.
- Fill out the front of the remittance envelope completely, including number of donors and totals.
- Confirm totals are correct.
- Sign and seal the envelope.
- Copy the envelope for your records.
- If the envelope does not contain cash, please mail it to:
Jane Novak
Greater Twin Cities United Way
404 South 8th Street
Minneapolis, MN 55404
- If you have any cash, please convert it to a check if possible. To improve security and reduce costs, we are moving away from handling cash whenever possible. If you do need to turn in cash, please email campaign@gtcuw.org to schedule a time for us to pick it up. Please DO NOT mail remittance envelopes that contain cash.

Online Giving Process

- Be sure to visit the Pledging Results page to get the details on who gave through your online giving site. If you have questions or have trouble accessing your results, please contact your campaign representative.
- Also, be sure to pass along payroll deduction pledges to the person who manages your payroll so those deductions get set up.