

## FOUR STEPS TO SET UP PAYROLL DEDUCTIONS

- 1** Notify your payroll office and your company's payroll processor (if applicable) about offering payroll deduction at your company.
- 2** Begin your United Way campaign. Check out tools on the virtual campaign toolkit at [www.uwsme.org/campaign](http://www.uwsme.org/campaign).
- 3** At the end of your online campaign, United Way will provide you with your payroll deduction file for your payroll department. If you used paper pledge cards, complete the employee report forms and provide a copy to your payroll department and the other to United Way.
- 4** Payroll deductions need to begin with the first payroll in the new year and continue for all of the pay periods in your annual payroll cycle (unless otherwise specified by a donor). Payment can be sent every payroll, monthly, quarterly, semi-annually, or annually. United Way will send reminders and money should be remitted to United Way of Southern Maine, 550 Forest Ave. Suite 100, Portland, ME 04101.

**YOUR UNITED WAY CORPORATE ENGAGEMENT MANAGER IS READY TO ASSIST YOU AT ANY TIME!**

