

# United.



## FOUR STEPS TO SET UP PAYROLL DEDUCTIONS

LIVE UNITED

- 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 RELATIONSHIP MANAGER IS READY TO ASSIST YOU AT ANY TIME!**