

# 2017 Company Report Form

Company Name \_\_\_\_\_

Address (City, State, ZIP) \_\_\_\_\_

Name of person completing report \_\_\_\_\_

Signature of person completing report \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Total # of Employees at your company \_\_\_\_\_ Date Submitted \_\_\_\_\_

*# of Employees is used for award computations—PLEASE remember to complete this section*

**For United Way  
office only:**

Envelope # \_\_\_\_\_

Processed \_\_\_\_\_

Created \_\_\_\_\_

Entered \_\_\_\_\_

Date Received  
\_\_\_\_\_

	# of donors	Amount Pledged	Amount enclosed
Corporate Gift		\$	\$
Employee Gifts—cash or check	#	\$	\$
Employee Gifts—to be billed	#	\$	
Employee Gifts—online credit card	#	\$	
Employee Gifts—payroll deduction	#	\$	
Special Event		\$	\$
<b>TOTALS</b>	#	\$	\$

### Reminders

- ✓ Report is complete
- ✓ Money in envelope balances with “Amount Enclosed” on report
- ✓ A copy of all pledge forms are in envelope
- ✓ One copy is for payroll
- ✓ One copy is for Donor

### Employee Giving Level Summary

(Information from individual pledge forms)

# Fairshare/Fairshare Premier donors = \_\_\_\_\_

