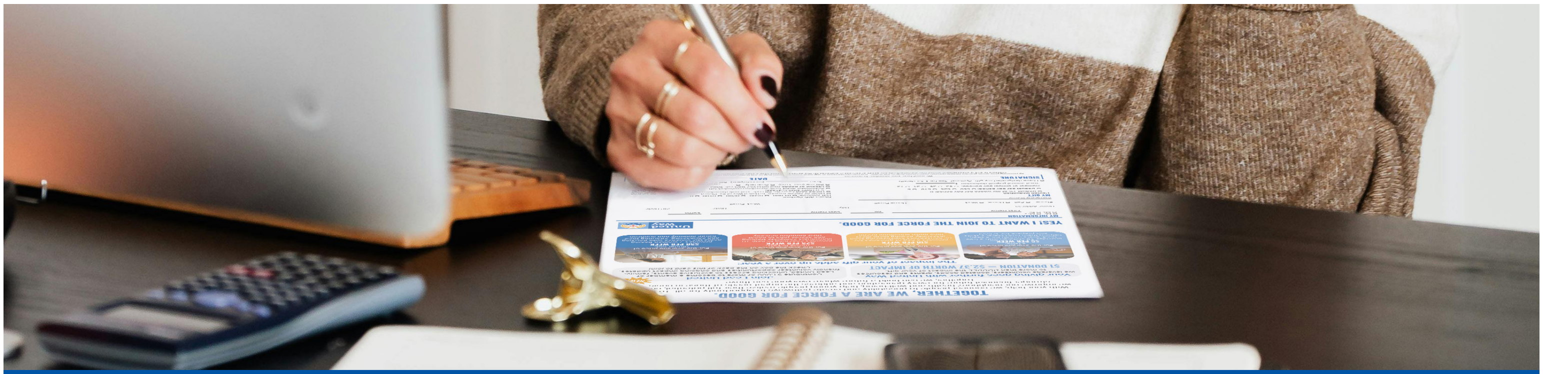

10 STEPS TO START A UNITED WAY PAYROLL DEDUCATION CAMPAIGN

1. Your payroll system must be able to accommodate an additional voluntary payroll deduction (i.e. 401k, union dues,etc). This deduction should be setup as a after-tax deduction.

2. Choose a time frame to run your campaign. A one-to-two week campaign is recommended.

3. Pledge forms are available from United Way. In order to express gratitude and administer donor options, we request a copy of donor pledge forms. Electronic pledging is also available. In crafting your campaign, our philanthropy team can help you to determine pledge processing and data collection options to fit your needs.

4. Pledge forms should also be retained by HR/Payroll and used to calculate the payroll deductions. The total gift is usually spread across your regular pay periods unless otherwise indicated. Cash or check payments are passed on directly to United Way of the Plains (unless your organization has its own internal process).

5. Withholding can start at any time. Most companies start on January 1st and invite United Way to renew the campaign and employee pledges each fall.

6. Every employee should retain a copy of their pledge form and final pay stub for the calendar year for IRS substantiation.

7. Your company will decide how often to remit the dollars withheld from the employees checks. We recommend monthly payments, so employees can feel confident their dollars are reaching us in a timely manner. We are happy to send your company monthly statements of the pledge balances.

8. Payments are to be mailed to United Way of the Plains, P.O. Box 47208, Wichita, KS 67201-7208. Many businesses make ACH payments to United Way and arrangements can be set up by contacting Darren Minks, United Way of the Plains CFO, at (316) 267-1321, ext. 4205.

9. If a participating employee leaves your organization, the company is not obligated to remit the unpaid balance to United Way.

10. We encourage new employees to your company be given the opportunity to give during their onboarding process. Pledge forms can be sent to your Associate Director of Philanthropy at any time throughout the year.

Questions? Contact your Associate Director of Philanthropy at (316) 267-1321.