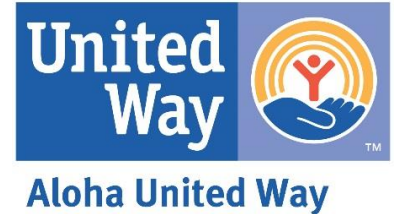# 2020 DOE / STATE / UH
DEPOSIT SHEET INSTRUCTIONS

**An Aloha United Way Deposit Sheet must be used to record all pledges you collect.
Deposit Sheets may be downloaded from the Aloha United Way website at:**

www.auw.org/getinvolved/campaignresources

1. Use the Pledge Form Checklist when collecting Pledge Forms.
2. Download Deposit Sheet and save to your Desktop.
3. Complete Company/Organization information.
4. Separate donations into 5 groups.

GROUP 1 CASH	GROUP 2 CHECKS	GROUP 3 CREDIT CARDS	GROUP 4 AUTOMATIC TRANSFERS	GROUP 5 PAYROLL DEDUCTIONS & BILL ME

5. List all Cash pledges (Group 1) on one Deposit Sheet.
6. List all Check pledges (Group 2) on a separate Deposit Sheet.
7. List all Credit Card pledges (Group 3) on a separate Deposit Sheet.
8. List all Automatic Transfer pledges (Group 4) on a separate Deposit Sheet.
9. List Payroll Deduction & Bill Me pledges (Group 5) on a separate Deposit Sheet.
10. List a maximum of 25 donors (name and the amount pledged) on each sheet.
    - City & County Deposit Sheet: Please fill in donor's 10-digit City ID for Payroll Deduction
    - DOE, State of Hawaii, University of Hawaii: Please fill in donor's last 4-digits of social security number for payroll deduction.
    - **Highlight any gift over $10,000 and list 1st on the deposit sheet.**
11. List Special Event amounts in the appropriate column.
12. The excel spreadsheet will automatically calculate all totals in the "protected" yellow areas.
13. Print, sign and date each deposit sheet. Make a copy for your records. Your Aloha United Way representative will collect the signed Deposit Sheets at the time of pick-up.

*IMPORTANT REMINDER: DOE, State of Hawaii and UH Coordinators, if a pick-up occurs AFTER OCTOBER 31, please print two (2) copies of ALL PAYROLL DEDUCTION Pledge Forms for your Aloha United Way Representative.

ePledge Only: **Do not use a Deposit Sheet.** Print your Cash Report and collect all Cash and Check donations. During pick-up, your Aloha United Way representative will collect the Cash Report and any cash and check donations.

For more information, contact Aloha United Way at (808) 543-2243.