

# 2020 PLEDGE FORM CHECKLIST

200 N. Vineyard Blvd., Suite 700 • Honolulu, HI 96817 • AUW.org



Aloha United Way

## Checklist by Method of Payment

To complete the pledge form collection process, please make sure you have the following information:

### Payroll Deduction

- Total annual gift amount
- Per pay period amount
- Per month amount (DOE, State, UH)
- # of Pay Periods
- Last four digits of SSN (State of Hawaii Employees Only)
- 10 Digit EID (City & County Employees Only)
- Donor's signature**
- Make a copy for your records
- Submit copy to Payroll Department before first pay period deduction

### Automatic Transfer

- Donor's address & telephone number
- Total annual gift amount
- Debit amount per month
- Date to begin transfer
- Voided check
- Donor's signature**

### Cash or Check

- Total annual gift amount
- Checks made payable to "Aloha United Way" or "AUW"
- If check is not in donor's name, write donor's name in "Note" section
- Donor's signature**

### Credit Card

- Donor's billing address and telephone number
- Total annual gift amount (one-time charge)
- Credit card number and expiration date
- Donor's signature**

### Bill Me

- Total annual gift amount
- Donor's billing address and telephone number
- \$48 minimum**
- Billing preference (monthly, quarterly, or one time)
- Donor's signature**

### ALL Methods of Payment Which Include Agency Support

- Donor's name, address, and telephone number
- Partner Agency code (see Brochure)
- \$48 minimum for all choices** except for AUW's 211, ALICE, Community Care, & Safety Net
- Donor's signature**