

C&C / 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.

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

ALOHA UNITED WAY DEPOSIT SHEET: State of Hawaii

▫ DOE ▫ UH ▫ State

File # 2022 - _____
 Account # _____

School/Department: _____
 Phone: _____



Aloha United Way

200 N. Vineyard Blvd., Suite 700, Honolulu, HI 96817
 Phone: 536-1651 Y Fax: 543-2244

| | | |
|---|---|--|
| Check one Method of Payment below: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Automatic Transfer <input type="checkbox"/> Payroll Deduction & Bill Me | Instructions | |
| | 1) Check Pledge Forms for: • Signature • Last 4 digits of SS# | • For Credit Card: Number, Expiration, Billing Address, Phone • For Automatic Transfer: Voided Check Attached |
| | 2) Enter Pledges: Enter name of employee and their annual pledge amount under the Method of Payment they chose. If employee has multiple methods of payment, list employee on their own Deposit Sheet. <i>Note: The yellow cells are protected and will not allow you to edit. Also cells with totals will automatically calculate.</i> | |
| 3) Make the Deposit: Enclose with this sheet: Pledge Form and if applicable cash, check, voided check. Schedule an appointment with an Aloha United Way representative and review all materials together. Upon completion of review, sign Deposit Sheet and make a copy for your records. | | |

| | NAME OF EMPLOYEE | Last 4 Digits SSN | Total Amount Contributed | Per Month Deduction Amount | Annual Donation | | | | | AUW USE | |
|---------------------------------|------------------|-------------------|--------------------------|----------------------------|-------------------|---------|--------------------|-------------|------|---------|-------|
| | | | | | Payroll Deduction | Bill Me | Automatic Transfer | Credit Card | Cash | | Check |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
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| 20 | | | | | | | | | | | |
| 21 | | | | | | | | | | | |
| 22 | | | | | | | | | | | |
| 23 | | | | | | | | | | | |
| 24 | | | | | | | | | | | |
| 25 | | | | | | | | | | | |
| Total Number of Pledges | | | | | | | | | | | |
| Total Employee Donations | | | | | | | | | | | |
| Total Special Event | | | | | | | | | | | |
| GRAND TOTAL | | | | | | | | | | | |

SAMPLE

Please see back for

| | |
|--|--|
| Campaign Coordinator's Name: _____ Signature: _____ Date: _____ | Aloha United Way Representative: _____ Signature: _____ Date: _____ |
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