



4 STEPS TO SET UP PAYROLL DEDUCTIONS

- 1 Notify your payroll office and your company's payroll processor (if applicable) about offering payroll deduction at your company.
- 2 Begin your United Way campaign! Check out tools on the virtual campaign toolkit at www.buildcommunity.org/campaign.
- 3 At the end of your United Way campaign, United Way will provide you with your payroll deduction file for your payroll department.
- 4 Payroll deductions need to begin with the first payroll in the new year and continue for all of the pay periods in your annual payroll cycle (unless otherwise specified by a donor). Payment can be sent every payroll, monthly, quarterly, semi-annually, or annually. United Way will send reminders and dollars should be remitted to United Way of York County, 36 Water Street Kennebunk, Maine 04043

YOUR UNITED WAY RELATIONSHIP MANAGER IS READY TO ASSIST YOU AT ANY TIME!

**United Way
of York County**

