

Important Reminders for Reporting Your Campaign Results

- All checks should be made payable to Tulsa Area United Way or TAUW and submitted within one week of the check date.
- Ask donors to indicate donation or special event in the memo line of their check.
- All pledge cards should be signed and have a legible name, billing address, and email.
- For security purposes, please instruct donors wishing to pay their pledges by Credit Card or Auto Debit to visit www.tauw.org and click "Donate Now".
- Recurring donations made by credit card or bank ACH will be processed on or about the 10th of every month.
- The "PAYROLL" copy of Payroll deduction pledge cards should be submitted to your organization's payroll office.
- If any of the donations do not fit in the labeled envelope provided, please complete the Campaign Materials Order Form at www.tauw.org to request additional materials.
- Please do not report results that you have submitted on a previous campaign report.
- It is not necessary to include any pledge cards for zero donors.
- If your organization has donor information available electronically, please email a spreadsheet with your donor information (donor name, gift amount, type of gift, email and home address) to pledgeprocessing@tauw.org instead of sending pledge cards.