



# how to donate

## **OPTION 1: Direct Bill**

(through the Workplace Giving Portal or paper pledge)

Via check or credit card

## **OPTION 2: Payroll Deduction**

Enables employees to donate and spread out their payments over a period of time.

- Payroll deductions typically follow the payroll schedule of the employee (weekly, bi-weekly, twice monthly, etc.) and are set up by the company's payroll department.
- The company will send a list of employees and their pledge amounts, in addition to the number of pay periods.
- UWGLV will invoice the company based on their preference (bi-weekly, monthly, quarterly.) Once invoiced, the company will send a payment to UWGLV via check or EFT for the deductions taken for that time period.

When sending a payment, please provide UWGLV with all donor detail. This ensures donor dollars are accurately applied to the pledges and donors are recognized appropriately for their donations. An emailed excel document is the preferred method to receive this information.

Donor details needed:

- Donor name
- Employee ID
- Amount paid