

WHY PAYROLL DEDUCTION

One of the most impactful ways employees can support the Salina Area United Way is through payroll deduction.

Payroll deduction makes giving simple, convenient, and meaningful:

- **Easy** – Contributions are automatically deducted from each paycheck, so giving fits seamlessly into your routine.
- **Manageable** – Small gifts given over time add up to create a big difference without feeling like a strain on your budget.
- **Powerful** – When combined with the generosity of coworkers across the community, payroll gifts help fuel programs and partnerships that strengthen North Central Kansas.

By choosing payroll deduction, employees can make a lasting impact on local children, families, and neighbors. It's not about the size of a single gift—it's about the collective power of many gifts coming together to change lives.

Together, we can build a resilient, thriving community—one paycheck at a time.

Payroll Deduction	One-Time Gift
\$7.85 per pay period	\$50.00 One Paycheck
Year Long Impact	One Gift
Sustains Resource Connections & Local Programs	One Program Supported
On Average a Price of a Latte	One Upfront Donation
Budget Friendly	One Time Impact
26 pay periods = \$204.10/year 12 pay periods = \$94.10/year	Total Donation: \$50/year

SETTING UP PAYROLL DEDUCTIONS



Below are 10 steps to start a United Way payroll deduction campaign.

- 1.** Your payroll system must be able to accommodate an additional voluntary payroll deduction (i.e. 401k, union dues, etc). This deduction should be setup as an after-tax deduction.
- 2.** Choose a time frame to run your campaign. A one-to-two week campaign is recommended.
- 3.** Pledge forms are available from United Way. In order to express gratitude and administer donor options, we request a copy of donor pledge forms. Electronic pledging is also available. In crafting your campaign, our team can help you to determine pledge processing and data collection options to fit your needs.
- 4.** Pledge forms should also be retained by HR/Payroll and used to calculate the payroll deductions. The total gift is usually spread across your regular pay periods unless otherwise indicated. Cash or check payments are passed on directly to Salina Area United Way (unless your organization has its own internal process).
- 5.** Withholding can begin at any time, though many companies start during the onboarding process for new employees. Others choose to launch on January 1st, with United Way returning each fall to renew the campaign and invite employees to make or update their pledges.
- 6.** Every employee should retain a copy of their pledge form and final pay stub for the calendar year for IRS substantiation.
- 7.** Your company will decide how often to remit the dollars withheld from the employees' checks. We recommend monthly payments, so employees can feel confident their dollars are reaching us in a timely manner. We are happy to send your company monthly statements with updated balances.
- 8.** Payments are to be mailed to Salina Area United Way, 328 N. Ohio St, Salina, KS 67401. Many businesses make ACH payments to United Way and arrangements can be set up by contacting Accounts Receivable at invoices@unitedwaysalina.org.
- 9.** If a participating employee leaves your organization, the company is not obligated to remit the unpaid balance to United Way.
- 10.** We encourage you to introduce new employees to the opportunity to support United Way during your onboarding process, even if the campaign has already concluded. Pledge forms can be sent to you or can be accessed on our website under Campaign ToolKit at any time throughout the year.

Questions? Contact **Us Below!**

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