How to Fill out my United Way Donor Form

We get it, the form looks a little daunting at first, but trust us, it’s easy. Just follow the steps below to determine just what information you need to include.

**Step 1**
Start by telling us *who you are, who you work for* and *how we can get in touch with you*. This info is key. We do not share this with anyone. We use it only in the event you need to be contacted regarding the processing of your donation.

![Image of donor form]

**Step 2**
Tell us *how much you want to donate* and *how you plan to do it*. Please note: Payroll Deduction will be receipted on your T4 at year-end. Cash, Cheque & Credit Card donations will be processed at United Way during year-end.

![Image of donor form]
**Step 3**

Tell us **where you wish to make your donation**. The first box indicates you would like to direct your donation to the United Way Community Fund. The second box indicates a division of your donation to 1, 2 or all 3 of United Way’s specific focus areas. The 3rd box indicates you wish to make your donation to one or more specific registered charities.

**IMPORTANT:** If you opt to donate to a registered charity, you **must** include its charitable number to ensure the donation is designated correctly.

**Gift Distribution**

United Way of Newfoundland and Labrador empowers you, the donor, to designate your gift. Please indicate below how you would like to direct your gift.

- [ ] $ ____________________ to United Way of Newfoundland and Labrador’s Community Fund for maximum impact and/or

- [ ] Divide my gift to support United Way of Newfoundland and Labrador’s Focus Areas:

  - $ ____________________

  - $ ____________________

  - $ ____________________

From Poverty to Possibility
- *Erasing poverty out of poverty*
- *Meeting basic human needs (food, shelter, and jobs)*

Healthy People, Strong Communities
- *Improving access to social and health-related support services*
- *Supporting resident and community engagement*

All that kids can be
- *Improving access to early childhood learning and development programs*
- *Helping kids do well at school and complete high school*
- *Making the healthy transition to adulthood and post-secondary education*

Please note that United Way is only able to monitor charitable organizations within our Community Fund recipients. If the information you provide is incomplete or if the charity does not have a charitable tax number granted by Canada Revenue Agency, your donation will be directed to United Way of Newfoundland & Labrador’s Community Fund.

- [ ] I would like to designate my gift to the following Registered Canadian Charitable Organization(s):

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<th>BN/Registration #</th>
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Visit [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities) for a listing of charities.

**Step 4**

**Sign and Date** your sheet to approve the processing of your form.

**Step 5**

If you’re doing **Payroll Deduction**, this section should be filled out for your payroll department.