



# Workplace Campaign Payroll Instructions

## Payroll File

You will receive a payroll file from United Way of Metropolitan Chicago (UWMC) at the close of your campaign. This file will contain employee ID, first name, last name, number of pay cycles, number of deductions (one time or per-pay-period), deduction per pay period and total payroll pledge.

## Remitting Payments to UWMC

Below you will find the information needed to remit your company's payments for your campaigns (employee payroll deductions and corporate gifts or matches). We prefer that payments are made via automatic clearing house (ACH) or electronic funds transfer (EFT). Alternatively, you may send us a check. **Payments for employee payroll deductions are typically made on a monthly or quarterly basis.**

## Donor and Payment Information

In order to facilitate proper distribution of payments for payroll deductions we must also receive a spreadsheet with the following payment information in separate columns.

- First Name
- Last Name
- Employee ID
- Payment/Deduction Amount (\$)
- Match Amount (if applicable)

This detail information must be sent via our **secure FTP Server** at [LIVEUNITEDchicago.org/payments](https://LIVEUNITEDchicago.org/payments). To request an alternative delivery method, email [pledges@LIVEUNITEDchicago.org](mailto:pledges@LIVEUNITEDchicago.org).

## Ways to Pay

### PAYMENT VIA ACH/EFT INFORMATION

The following deposit account is maintained by United Way of Metropolitan Chicago.

**Account Title**

United Way of Metropolitan Chicago

**Account Number** 7231858049**Bank Name** Fifth Third Bank**Bank Location** Chicago, IL**Bank Routing Number  
for ACH or Wire Transfers**

071923909

### PAYMENT VIA CHECK

Please mail checks to our lockbox at:

**United Way of Metropolitan Chicago  
231196 Momentum Place  
Chicago, IL 60689-5311**

*Please include your company name and a descriptive comment in the reference field of the Check, ACH or wire transfer (e.g. 1st Quarter/June Payroll Payment—Company Name).*

**QUESTIONS?** For questions regarding payroll deductions for workplace campaigns, contact [donorhelp@LIVEUNITEDchicago.org](mailto:donorhelp@LIVEUNITEDchicago.org).

as of October 11, 2023