



United Way of the
Columbia-Willamette

LIVE UNITED

Payment Detail

In a continuous effort to improve customer service with the companies and donors who work with United Way of the Columbia Willamette, we have developed a process called payment detail. Payment Detail is when our partner companies email an ELECTRONIC donor payment detail spreadsheet along with each payment.

When we receive the Payment Detail, we are able to match the individual payment amounts to their pledge information. This means if an employee is no longer with the company, and therefore did not contribute to the payment, we will not forward funds on their behalf to their designated agencies. Designations for contributing employees are matched and distributed per their pledge information.

Instructions for completing the Payment Detail spreadsheet:

1. Assign each employee a unique identifying number, other than Social Security number (generally the employee's ID number works best). This number must remain the same for each employee throughout the campaign year.
2. Input the donation amount as it corresponds to the employee ID. Verify that the sum of all employees' donations equals the total amount of the check.
3. Enter the employee's first and last name as it corresponds to the employee ID number and payment amount.
4. Submit an electronic copy of the spreadsheet to payments@unitedway-pdx.org when the check to United Way is mailed. Please do not send a PDF document.

If you have questions on this process feel free to contact our help desk at epledge@unitedway-pdx.org, 503.226.9383.