

5 EASY STEPS

Steps for Setting up Payroll Deductions

with your Local United Way to build a better community.

1

Invite your employees to give through payroll deductions

United Way will provide you with a personalized @Work Giving Platform or other resources to support your campaign.

2

Set up payroll deductions on your payroll system for each employee who completed their payroll deduction form.

You can decide to start all payroll January 1st or as pledges are received on your @Works Platform. You can also decide if donations will roll-over automatically (easiest option) or if you want employees to renew their pledge each year.

3

Connect with your United Way team to process additional gifts, and confirm payroll deductions made through @Works Platform.

you or your payroll team will need to connect with your United Way contact to release all donation information.

4

Send withheld deductions to United Way on your preferred schedule.

You can choose to remit monthly, quarterly, or annually. Remittances can be made by cheque or EFT.

5

Record your employee's total donation in box 46 on their T4.

Your payroll team will automatically keep track of total donations and populate box 46 for your employees.

Questions?

Contact Jenna Holder 506.658.1291 or email at jenna@unitedwaysaintjohn.com



United Way
Saint John, Kings
& Charlotte