



FILLING OUT YOUR PLEDGE FORM

Please review the following instructions for successfully completing the fillable PDF form. The file requires Adobe Acrobat Reader to view, save, and/or print. Mac and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>

OPEN THE FORM

Double-click to open the **United Way of RI 2020 Fillable Pledge Form.pdf**.

SAVE YOUR FORM

Before completing the document, please save the form in PDF format.

- Go to the **FILE** menu in the upper left-hand corner and drop down to **SAVE AS**. Save to a location on your computer. (Example: desktop, documents, or other folder)
- Please use your name in the document title, i.e. **United Way of RI Jane Smith 2020**

COMPLETE YOUR FORM

Please note:

- **Blue Boxes** – The blue boxes are fillable. You can click on the first box in each section and start typing. Please fill out as much information as possible.
- **Moving From Section To Section** – You can use the mouse or tab button to go from section to section to fill out your information.
- **Check Boxes** – Hover over the boxes that you would like to check and click with your mouse to check/uncheck the box.
- **Mandatory Information** – Some fields are mandatory to be considered an official pledge. These fields are first and last name, my total annual gift, payment option (payroll deduction amount and pay periods – if applicable), and signature/date. A typed signature on the PDF is acceptable for a pledge.
- **Save Your Completed Form** – After you have completed the form, please re-save a final version.

SEND US YOUR COMPLETED FORM

Send the PDF to your United Way representative via your work or personal email and cc your company's United Way campaign leader.

***Please make sure you attach the pledge form.**

QUESTIONS?

Please contact your company's United Way campaign leader, your United Way representative, or United Way's campaign assistant, Mataiza Carter, at 401-444-0617 or mataiza.carter@uwri.org.

If you have a check to mail in or if you prefer to print, fill out, and mail in your pledge form, you can send to:

Attn: Annual Campaign
United Way of Rhode Island
50 Valley Street
Providence, RI 02909