

## **SECC - DFW**

### **Payroll, Cash, and Check Pledge Handling Instructions**

- Thank you for your leadership in the State Employee Charitable Campaign!  
You serve in an important role as a Campaign Coordinator in your workplace.
- Thank you for helping your co-workers contribute to charities through the SECC!  
**Feel free to email [kimberlee.brown@uwtexas.org](mailto:kimberlee.brown@uwtexas.org) should you have any questions.**

#### Note re: handling cash and check pledges:

While waiting to make a deposit, all cash, coins and checks should be locked in a secure area at your State Agency/University. **Deposits for all cash, coins and checks should be made on a regular basis.** For each check or cash deposit that is made, the Campaign Coordinator should follow all of the following steps.

#### **As you collect payroll, cash and check pledges, please follow these steps:**

- a. Complete and scan a copy of the SECC Envelope Form (attachment A)
- b. Scan page 1 of all pledge forms
- c. Find your closest local Wells Fargo branch location <https://www.wellsfargo.com/locator/>
- d. Complete and make a copy of a deposit slip for Wells Fargo Bank (attachment B)
- e. For after hour deposits, make sure that all coins and cash are accurately listed on the deposit slip, along with the Wells Fargo Account number: **1165948009**. The name on the SECC account is the fiscal manager, "United Ways of Texas".
  - i. Note: Federal law now requires identification from anyone making **cash** deposits of any amount into any Business accounts. If you are depositing **only checks**, Wells Fargo will only need the account number listed above.
- f. During the campaign: Email scanned copies of attachments A & B and all pledge forms to: [kimberlee.brown@uwtexas.org](mailto:kimberlee.brown@uwtexas.org) and [greg.bennett@uwtexas.org](mailto:greg.bennett@uwtexas.org)
- g. At the end of the campaign, you will need to physically mail original copies of the following:
  - SECC Envelope Header Forms (attachment A)
  - Page 1 of all Pledge Forms
  - Copies of all Deposit slips (attachment B)
  - Copies of all Deposit receipts received from Wells Fargo Bank

All items can be sent via Fed-Ex (use account#: 108783931)  
no later than Friday, November 4<sup>th</sup> to:

United Ways of Texas, 106 E 6<sup>th</sup> Street, Suite 900-116, Austin, TX 78701, Attn: Kimberlee Brown

**\*Instructions for cash and check deposits when no Wells Fargo Bank is available in your area:**

If you are unable to locate a Wells Fargo Bank near your location, please contact Kimberlee Brown at United Ways of Texas at [kimberlee.brown@uwtexas.org](mailto:kimberlee.brown@uwtexas.org) for further instructions.

SECC – DFW Deposit Slip – attachment B

*DFW-SECC*  
**United Ways of Texas**  
106 E 6th St. Ste 900-116  
Austin, TX 78701

**TO BE USED FOR DEPOSIT TRANSACTIONS ONLY**

DATE \_\_\_\_\_  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

\_\_\_\_\_  
SIGN HERE ONLY IF CASH RECEIVED FROM DEPOSIT

**WELLS FARGO** Wells Fargo Bank, N.A.  
Texas  
wellsfargo.com

DO NOT USE DEPOSIT TICKET ROUTING # FOR  
AUTOMATIC PAYMENTS. USE VOIDED CHECK.

**580800393 1165948009**

Harland Clarke CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

CASH INCLUDING COINS ▶

\_\_\_\_\_

List

Checks \_\_\_\_\_

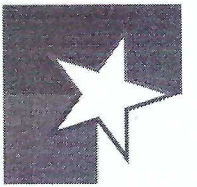
Singly \_\_\_\_\_

TOTAL ITEMS OR TOTAL FROM REVERSE

SUB TOTAL ▶

LESS CASH RECEIVED ▶

\$ \_\_\_\_\_



**TOGETHER WE CARE**  
State Employee Charitable Campaign

# 20 SECC Envelope

**INSTRUCTIONS:**

- Complete all information. Print clearly to reduce errors in processing.
- Campaign envelope totals must balance to envelope's contents.
- Do not include totals from previous campaign envelopes.
- Enclose yellow copies of all pledge forms.

STATE AGENCY (PLEASE PRINT)

COORDINATOR NAME AND TITLE (PLEASE PRINT)

( )

COORDINATOR SIGNATURE

PHONE NUMBER

EXT.

DATE SUBMITTED TO SECC

| GIFT TYPE             | # OF GIFTS              | \$ PLEDGED (A)          | \$ ENCLOSED (B)          | BALANCE DUE (A - B)      | PASS THROUGH (FOR FISCAL USE ONLY) |
|-----------------------|-------------------------|-------------------------|--------------------------|--------------------------|------------------------------------|
| PAYROLL               |                         |                         | 0 00                     |                          |                                    |
| CASH                  |                         |                         |                          | 0 00                     |                                    |
| CHECK                 |                         |                         |                          | 0 00                     |                                    |
| SPECIAL EVENT - CASH  |                         |                         |                          | 0 00                     |                                    |
| SPECIAL EVENT - CHECK |                         |                         |                          | 0 00                     |                                    |
| CREDIT / DEBIT CARD   |                         |                         | 0 00                     |                          |                                    |
| <b>TOTAL</b>          | <b>TOTAL # OF GIFTS</b> | <b>TOTAL \$ PLEDGED</b> | <b>TOTAL \$ ENCLOSED</b> | <b>TOTAL BALANCE DUE</b> |                                    |

FOR SECC STAFF USE ONLY:

SECC Staff Signature (RD)

Date Submitted

Envelope

Date:

By:

Creation Deposit  
Data Entry

SECC Staff (IS)

Date Received

Audit

(FOR FISCAL USE ONLY)

ENVELOPE #

ORGANIZATION #

ENVELOPE TYPE:

- PLEDGE
- PAYMENT
- ADJUSTMENT
- ELECTRONIC

NOTES:

**STATE  
EMPLOYEE  
CHARITABLE  
CAMPAIGN**

Attachment A