



Designation Policy and Payout Process

When a donor chooses to designate their gift to a specific 501c3 agency or another United Way, the following procedures apply:

- A minimum amount of \$25 is required for each separate agency designated. You may designate to as many agencies as you wish, but each must be a 501c3 charitable organization.
- To receive designations, agencies must:
 - be located in the United States of America
 - have a 501c3 status according to the Internal Revenue Service
 - complete a USA Patriot Act form annually.
- A 13% pledge processing fee will be deducted from these gifts, unless a designee is a Michigan United Way included in a reciprocal fee-waiver agreement.

If the organization specified on designation form does not respond to contact from us within 60 days or does not meet the above criteria an attempt to reach the donor so that an alternate designation choice will be made. If we are unable to connect with the donor, funds will be added to undesignated dollars for investment.

If the above criteria are met:

- Fully paid designations (i.e., cash and checks) that are paid before 12/31, will be paid to the agencies the following February.
- Payroll designations are paid quarterly based on actual dollars received. The designation payouts are done in April, July, October, January and a final one in April of the next year.
- Designee agencies are able to access the donor detail reports through our portal at <https://portal.gkuw.org/admin/MyOutPuts.jsp> and are strongly encouraged to directly acknowledge gifts received via designation.

Designations to organizations receiving United Way grants will be paid separately from their UWBACKR allocation.

Designated gifts are processed as a service to donors, however UWBACKR is unable to guarantee how designated funds will be used or ensure measurable results.