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State Employee Charitable Campaign Houston

**Instructions for Payroll, Cash, and Check Pledge Deposits**

***(\*TDCJ employees, please follow your agency’s instructions)***

**Thank you for your leadership in the State Employee Charitable Campaign!**

As a SECC Campaign Leader, you serve a critical role helping your co-workers contribute to charities they care about!Please contact Greg.Bennett@uwtexas.org should you have any questions about

any of the information in these instructions.

**Payroll Pledge Forms**

* + **Fill out a copy of the** [**SECC Envelope Form**](https://www.secctexas.org/sites/secctexas/files/2023%20SECC_Pledge_Envelope%20-%20fillable.pdf)**, along with a scan of all pledge forms and email this and pledge forms to** **Greg.Bennett@uwtexas.org** **no later than Tuesday, November 5th.**
	+ **If you are unable to scan and email pledge forms, please mail original copies of the following:**
		- * **Do not mail coins or cash** (only checks if necessary). See cash, coin, and check deposit instructions below.
			* Copies of deposit receipts for any cash or checks that you may have deposited to Wells Fargo (see deposit instructions below)
			* [**SECC Envelope Form**](https://www.secctexas.org/sites/secctexas/files/2023%20SECC_Pledge_Envelope%20-%20fillable.pdf)
			* All pledge forms

**These items should be mailed via Fed-Ex (use account #108783931),** **no later than Friday, November 1st to:** United Ways of Texas, 106 East 6th Street, Suite 900-116, Austin, TX 78701, Attn: Greg Bennett

**Depositing Cash and/or Checks**

* + Find your closest local Wells Fargo branch location: [**https://www.wellsfargo.com/locator/**](https://www.wellsfargo.com/locator/)
	+ **Complete a deposit slip for SECC’s Wells Fargo account #1165948082**
	+ Keep a deposit slip of any deposits that you make and scan & email it (or mail via FedEx) following the instructions above.
	+ **For after-hour deposits to Wells Fargo, make sure all cash and coins are accurately listed on the deposit slip, along with SECC’s account #1165948082.**
		- FYI, the name on the SECC account is the fiscal manager, “United Ways of Texas”.
		- 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.

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

**Before making a Wells Fargo deposit, all cash, coins and checks should be locked in a secure area at your State Agency/University.**

\*Cash and checks should be counted by more than one person and amount deposited confirmed by more than one person. Deposits for cash, coins and checks should be made on a regular basis if possible.

**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 location near you,

please contact **Greg.Bennett@uwtexas.org**for further instructions.