



United Way of Pioneer Valley

Standard Practices for Year End Credit Card Processing

United Way of the Pioneer Valley
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The United Way of Pioneer Valley has adopted the following internal practice around calendar year end credit card processing.

Donors are entitled to obtain tax receipts (reference United Way of Pioneer Valley's tax receipting practice) for monies pledged or donated in a calendar year. However, there are IRS guidelines around check and credit card processing. Donors mailing checks postmarked prior to the end of the calendar year are entitled to a receipt for the calendar year it intended the check to be processed within. Note, only checks that have been mailed with a postmarked date prior to January 1 will be entitled to a tax receipt. Credit card transactions must be processed prior to the end of the calendar year for the donor to be entitled to a tax receipt.

Staff at the United Way of Pioneer Valley are required to capture all credit card pledges or donations in a timely fashion. To address the volume of last minute year end donor pledges and subsequent entries into United Way of Pioneer Valley's credit card processing systems the United Way of Pioneer Valley will use the following date as a cutoff to ensure processing and settlement of funds takes place:

- The 3rd Monday in December

The date offers the United Way of Pioneer Valley the opportunity to enter all credit card pledges or donations and gives ample time for them to be captured and settled by the card processing systems. The cutoff date ensures all credit card entries clear prior to December 31, 11:59:59pm.

The United Way of Pioneer Valley accepts credit card transactions on line at www.upwv.org . The United Way of Pioneer Valley will apply a notation as part of the PayPal widget assigned to the website and as part of the receipt process notifying donors about United Way of Pioneer Valley's credit card calendar year end transaction process. This notification will be applied to the website the first business week in December and removed the first business week of January.

This practice shall not deter staff from processing credit card pledges or donations after the cutoff date. Staff should make every effort to process transactions in a timely manner and to accommodate donor requests.