

Intel Employee Matching Gifts Program FAQ

Contents

General	1
Matching Gifts to Education	2
Matching Details	3
Eligibility	4
Match Requests	5
Donation and Match Payouts	6
Other	7
Support	7

General

Q: What is the Employee Matching Gifts Program?

A: The new Employee Matching Gifts Program enables you to donate to your favorite eligible charitable organizations and schools year-round and request a match from Intel Foundation to further your donation's impact. Through the new program, Intel will match your donations, up to \$10,000* a year--\$5,000 for eligible charitable organizations and another \$5,000 for eligible education institutions.

Q: How does the Employee Matching Gifts Program work?

A: There are two ways to participate in the Employee Matching Gifts Program:

1. The first way is to make credit card or PayPal donations directly to eligible organizations through the Intel Employee Matching Gifts [portal](#).** (*U.S. retirees and BOD participants will need to use the [external login page](#)*). Donations submitted in the portal will automatically generate the Intel matching gift at a 1:1 ratio*. Match caps are \$5,000* for eligible charitable organizations and \$5,000* for eligible education institutions per year, per participant.
Example: Participant donates \$100 to their eligible organization. Intel Foundation will match it with \$100*, up to \$10,000* per participant.
2. The second way is to make donations directly to eligible organizations and submit a receipt for each donation in the portal to request a match.

All approved donations and match requests are paid out to the recipients on a monthly basis.

At this time the program does not have a maximum match amount per eligible cause (charity or school). Match maximums are applied to the participant as noted above.

Q: What is included in the match category for Education (up to \$5,000* per year) and match category for Charitable Organizations (up to \$5,000* per year)?

A: The Education matching category is defined as:

- An otherwise eligible organization that is classified as an “Education Institution” under the National Taxonomy of Exempt Entities (NTEE) Classification system. The NTEE Classification system was developed by the National Center for Charitable Statistics and is used to classify exempt organizations. NTEE codes are self-selected by the organizations when they apply for 501(c)(3) status.
- Generally this includes pre-schools, K-12 schools, four year colleges and universities, community colleges, university foundations, libraries, and PTOs, PTAs and other support organizations for K-12 schools and universities.
- More details and descriptions on the Education classifications can be found at the [National Center for Charitable Statistics](#).

The Charitable Organizations category is defined as all other eligible organizations (not included in the Education category above).

Q: Is this program available year-round or is there a specific giving time frame?

A: The program is available year-round and participants can make donations to eligible organizations at any time. Receipts provided for match requests must be submitted in the [matching portal](#)** within one year of the donation.***

*** For charitable organization match requests, the donation cannot have occurred before the Employee Matching Gifts Program launched (Jan 1, 2016).

Q: I've already made a donation this year, will Intel match the donation?

A: Donations made after January 1, 2016 to eligible organizations will be matched. Visit the [matching portal](#)** and submit all applicable receipts to request a match.

Donations to charitable organizations made **before** January 1, 2016 are ineligible.

Matching Gifts to Education

Q: Does the Matching Gifts to Education Program still exist?

A: The new Intel Employee Matching Gifts Program consolidates all of Intel’s matching gift programs into a single [matching portal](#)**. The new program offers a match of up to \$5,000* for eligible charitable organizations and another \$5,000* for eligible education institutions.

Q: Are the guidelines that designate an organization as education in the new program the same as the inclusion guidelines in the old Matching Gifts to Education Program?

A: While the organizations that will be included are similar, the process to categorize organizations as education is different. The new, more efficient, process automates the classification by using IRS data, whereas the old process was entirely manual. Education matches must be to "Education Institutions" as determined by the National Taxonomy of Exempt Entities (NTEE) Classification System. More information on education classifications can be found at the [National Center for Charitable Statistics](#).

Q: If I submitted a match request in the EasyMatch tool in Q4 2015 or Q1 2016, do I need to resubmit in the new matching portal?

A: No. All previous submissions have been reviewed by the program team and will either be processed by the new supplier, or you will have received a specific message on the next steps to take. You may need to submit a receipt to request a match, but please wait to do so until you receive notice. Otherwise, your previous request will be processed and be part of your history in "My Dashboard" - "My Donation Activity" the new [matching portal](#).** Gifts made after January 1, 2016 will be matched at 1:1 per employee, per year up to \$5,000*. Gifts with a donation date in 2015 will be matched at the 50% match rate per the 2015 program guidelines.

Matching Details

Q: What is the minimum donation amount to qualify for the Intel match?

A: The minimum donation amount to qualify for a match is \$1.

Q: What is the match rate?

A: The match rate is 1 to 1*.

Q: What organization receives the Intel Foundation match?

A: The same organization that receives the employee donation will receive the match.

Q: Can I donate to one organization and have the match go to a different organization?

A: No, there is not an option to donate to one organization and request the match be sent to a different organization.

Q: Can I remain anonymous to the charitable organization or school?

A: Yes. The program will follow all Intel privacy requirements for employee personal information. For all giving through the [matching portal](#),** the participant will have the ability to remain anonymous.

Eligibility

Q: Where can I go to see if my charitable organization or school is eligible?

A: All organizations must first register at the Benevity Causes Portal to be evaluated for eligibility. **Participants should not register a charity or school in the Causes Portal.** To see if your organization is eligible, head to the [matching portal](#)** and search for the charitable organization or school by its name or IRS employer identification number (EIN). To be eligible, the organization must:

1. Have a 501(c)(3) designation from the U.S. Government and
2. Comply with Intel's non-discrimination policy.

You can check for 501(c)(3) status at [guidestar.org](#), but the process to acknowledge compliance with the non-discrimination policy will occur between the organization and Benevity (portal owner).

Q: What is Intel's non-discrimination policy?

A: Organizations seeking financial support from Intel or the Intel Foundation are asked to verify that their programs and services are offered without discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, disability, medical condition, genetic information, veteran status, marital status, pregnancy, gender expression, gender identity, sexual orientation, or any other characteristic protected by federal, state or local law, regulation, or ordinance.

Organizations which offer gender-based programs or have services designed to address the needs of other targeted populations, may not, in and of themselves, be considered discriminatory and will be considered for funding.

Q: How does Intel's non-discrimination policy apply to faith-based organizations?

A: We will continue to follow the existing guidelines for faith-based organization matches. Intel and the Intel Foundation do make grants to religious organizations to support their community outreach activities if they are secular in nature, open to the entire community and do not involve religious teaching or counseling or other religious requirements in order to participate. Examples of supported programs include food banks, homeless shelters or community suppers. The matching funds must directly support the community outreach programs to which the employee donated.

Q: How will the eligible organization verify their compliance with the policy?

A: The organization will indicate its compliance via the Self-Certification process in the Benevity Causes Portal.

Q: What if my charitable organization or school is unable to comply with the policy?

A: They will not receive funding. Alignment with the non-discrimination policy is an eligibility requirement to receive a matching gift.

Q: The policy states that schools or non-profit organizations which offer 'gender-based' programs or services may not "in and of themselves, be considered discriminatory." What does that mean?

A: Schools and organizations which focus on the development and delivery of programs and services to address unique needs of specific demographics would be considered for funding. For example, health clinics situated to deliver services to Native American populations, single sex schools and colleges, or programs designed to increase the number of girls and underrepresented minorities studying science and math.

Q: If I am on the Board of Directors of a 501(c)3 or I founded my own non-profit organization and it has been designated as a 501(c)3, are they still eligible to receiving matching gifts through the Employee Matching Gifts Program?

A: If the organization is a 501(c)3 public charity or its equivalent and meets other program guidelines, it is likely it would be eligible to receive a matching gift. Your personal involvement as a volunteer BOD or founder would not disqualify the organization from receiving a gift, so long as your donation and the matching gift do not provide direct benefit to you, an immediate family member, or someone with whom you have a close personal relationship and support the community at large. To avoid the potential appearance of a conflict, you should have another authorized representative of the organization serve as the organization's contact and create the organization's profile in the Benevity Causes Portal.

Match Requests

Q. What information should be included on my receipt to request a match in the [matching portal](#)?**

A: Your receipt from the receiving organization needs to include the following:

- A statement that no goods or services were provided in return for the donation, or the Fair Market Value (FMV) of any benefits received and the tax deductible amount of the donation. Only the tax deductible amount of the donation is eligible for the match.
- Name of donor
- Receiving organization (501c3 and/or School) name
- Donation amount
- Date of donation

Q: What if my match request receipt has only my spouse's name?

A: When participants submit a receipt that has only their spouse's name on it, the participant should indicate in the "Comments to the administrator" that the request is from their spouse.

Q: Why do I need to submit a separate receipt for each donation made over a period of time to the same organization (when I “Request a Match” in the [matching portal](#))?**

A: One receipt per donation helps ensure that every donation is matched appropriately and facilitates record keeping for the Intel Foundation.

Donation and Match Payouts

Q: When will the organization receive my donation and the Intel Foundation match?

A: Our supplier makes monthly disbursements to the organizations. The disbursements include both the participant’s donation and the Intel match. Assuming the organization is in good standing and funds accumulated meet the donation minimum threshold**** amount of \$100, the disbursement should occur on or around the 21st of the month following your donation or approved match request.

**** The donation threshold is designed to increase the administrative efficiency for the supplier, the Intel Foundation, and the receiving charitable organization and/or school.

Q: How do I see the status of donations or match requests I have made?

A: In the [matching portal](#)**, go to “My Dashboard” and click “My Donation Activity.” From there, you can see upcoming donations, donation history, and donation receipts.

Q: I made a donation to my favorite charity but the electronic receipt I received was issued by the American Endowment Foundation. Why?

A: A receipt or acknowledgement is issued by the American Endowment Foundation, which acts as a donor advised fund in facilitating distributions to other registered charities, including the specific charity chosen by you. Your chosen charity does not have to issue a receipt or acknowledgement nor do any other processing of the transaction.

Q: How long do I have to request a match if I've made a donation outside of the matching portal by cash, check, credit card or stock?

A: A match request must be submitted within one year of the date of the donation made by cash, check, credit card or stock. Donations registered after that time will not be eligible. For the new Intel Employee Matching Gifts program, donations made to eligible charitable organizations must have occurred after Jan 1, 2016.

Q: Are there any fees applied when I make a donation?

A: When you make a donation or request a match through the Matching Portal an administration fee is applied by the American Endowment Foundation, which covers donation and match processing, entering donor information, preparing and distributing tax receipts, and confirmation of matching eligibility. All processing fees for donations and match payments, and any associated merchant fees, will be paid out of the Intel match. If the match limit has

been reached, fees will be deducted from the donation. Employees are receipted for 100% of their donation to the eligible charitable organization or school.

Other

Q: Does the Employee Matching Gifts Program impact the Intel Involved (volunteer) Matching Grant Program?

A: No changes are planned for the Intel Involved Matching Grant Program (IIMGP) at this time. Information about IIMGP is available [here](#).

Q: Does the Employee Matching Gifts Program affect the disaster relief program? A: No. Disaster relief is not a part of the Employee Matching Gifts program.

Q: What is the “My Giving” Account in the [matching portal](#)?**

A: This feature is currently not enabled within the tool. It may be used at a later date, but for now does not have functionality.

Q: If I leave Intel, can I still have my gift matched?

A: The gift will be matched as long as the date of donation in the [matching portal](#)** or your match request was prior to the last date of employment at Intel and the organization is still eligible to receive the match at the time of distribution.

Support

Q: If I have a question about my donation or the program, whom should I contact?

A: You can contact support@benevity.com or “submit a request” through the [Benevity Help Center](#) (must be logged into the system to access). If an organization has a question about registering in the Benevity Causes Portal they can contact charities@benevity.com.

*** Minus any modest administrative fees to process the transaction.**

**** U.S. retirees and BOD participants will need to use the [external login page](#).**