

## **Adobe Guidelines**

### Payroll Deduction Program Frequently Asked Questions

Many of the common questions about the Payroll Deduction Program are answered below.

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### **What is the Adobe Payroll Deduction Program?**

The Adobe Payroll Deduction Program enables eligible employees to automatically deduct and donate funds to pre-selected nonprofit organizations each payroll period. All payroll contributions are withheld and paid quarterly in the calendar year (January through December).

Currently the Payroll Deduction Program is available for regular Adobe employees payrolled in the United States, Canada or United Kingdom (London, Norwich, and Edinburgh only). Online enrollment is available to eligible employees payrolled in the U.S. and Canada. UK eligible employees should consult their Human Resources representative to enroll.

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### **When can I enroll, make changes or terminate my participation?**

This is an open enrollment program so eligible employees can sign up at any time to

participate. Each payroll deduction will be ongoing until an employee terminates participation, even if the termination does not occur until a future calendar year.

Changes to your selections can also be made at any time. Enrollment, changes and termination will take effect in the following quarter (calendar year). Contact [adobe@easymatch.com](mailto:adobe@easymatch.com) or calling 1-888-779-4438 for assistance with these transactions.

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### **How do I enroll?**

Donating to an organization or cause is easy. Just follow these steps:

- Select an organization (choose from a charitable organization already in the database or search/write-in a charity)
- Enter the per pay period amount you wish to donate
- Click *Enter* to save the record (or *Cancel* to clear the entries)
- Repeat steps for each organization to which you wish to donate
- When finished entering all of your automatic payroll deductions, click *Submit Entire Pledge*

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### **What is the Write-In Option?**

The write-in option allows you to find an organization that is not listed in the Payroll Deduction Program database. Please provide necessary information such as contact name and address to complete your selection.

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### **Are employee contributions matched by Adobe ?**

The Payroll Deduction Program is a component of the Adobe Matching Gift Program. Qualified donations can be matched up to U.S. \$2,500 per eligible employee per calendar year. The U.S. \$2,500 limit per employee includes the combined contribution dollars made through one-time matching gifts and payroll deduction donations.

In order for you payroll donations to be matched, you must enter the amount you wish to be matched in step 2 of the on-line enrolment process or contact EasyMatch directly at

[adobe@easymatch.com](mailto:adobe@easymatch.com) or 1-888-779-4438 to select matching for your payroll deduction donations.

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### **When will the organization receive my donation and Adobe's match?**

Adobe pays out donations deducted and any associated Adobe matching funds on a quarterly basis. Payouts occur on the following schedule: Estimated payout dates

	<b>Estimated payout dates</b>
Q1	April 30
Q2	July 31
Q3	October 31
Q4	January 31

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### **Which organizations are not eligible for a corporate match from Adobe?**

Adobe can not match the following:

- Gifts to organizations with unlawful discriminatory practice
- Gifts to individuals
- Gifts to political organizations
- Payments for services, tickets, materials, or other benefits received
- Gifts of goods, materials, or services
- Pledges (gifts must be made, not merely pledged or promised)
- Gifts to private foundations
- Gifts to religious organizations, churches, temples, or seminaries

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### **Will I receive a receipt for my payroll deduction donation?**

It is the responsibility of the employee donor to research and obtain any documentation required to receive an income tax benefit. Please consult your local tax authority for

statutory requirements to determine the deductibility of your payroll deduction donation.

Note that an organization will not be able to send you an acknowledgment, unless you release your name and address when you make your pledge. Please specify your desire for a receipt in the Purpose section of the Pledge Now/Submit a Pledge page.

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### **Will I receive a confirmation of my pledge enrollment?**

An email confirmation is sent to employees once a pledge is submitted. Please contact the Adobe Payroll Deduction Program at 1-888-779-4438 or email [adobe@easymatch.com](mailto:adobe@easymatch.com) if there are any errors or concerns with the enrollment pledge information.

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### **What do I fill in the 'Purpose' section of the 'Pledge Now' page?**

This section allows for comments such as the name of the program/organizations to receive your donation, or if you would like to request a receipt. Please DO NOT submit questions to the Adobe program administrator in the Purpose section. To contact the administrator, please select the Contacts Link.