

# Agilent Giving Campaign FAQs

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## 1. What is Agilent's Giving Campaign?

The Agilent Giving Campaign is the annual charitable fund drive that allows employees to donate to the non-profit organization of their choice. The campaign, which originated in the U.S. and Canada, is held each fall. It has been extended to other Agilent sites around the world which now host their own campaigns. In China, Japan, India and Taiwan, employees' contributions are matched to the charitable organizations designated for those countries.

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## 2. Who is eligible to participate in the Agilent Giving Campaign?

All regular full-time and regular part-time employees of Agilent Technologies are eligible to participate in the Agilent Giving Campaign. American and Canadian nationals who are foreign service employees (FSEs) currently living in other countries also are eligible. Interns may donate via a one-time payroll deduction, check or credit card contribution. Temporary employees and contractors are not eligible to participate.

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### **3. What key changes are taking effect with the 2011 campaign?**

The U.S. and Canada Giving Campaign has been simplified and expanded so that a broader range of non-profit organizations can be eligible for giving and matching, not just United Way and health- and human-services agencies.

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### **4. Are there other big changes besides allowing employees more choices?**

Pledging quickly is crucial because as of 2011 matching funds are capped at \$900,000 and the match is available on a first-come, first-served basis during the three-week campaign. Gifts made after the matching funds are depleted will not be matched.

Employees can see the consumption rate in real-time via a “ticker” on the Giving Campaign website.

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### **5. Why is Agilent expanding the Giving Campaign choices?**

The Giving Campaign is adapting in order to give employees more choice. The new model suits the preferences of Agilent’s current workforce and evolving trends in corporate philanthropy. With the expansion of the Giving Campaign, employees now have greater freedom on where they can donate and how their gifts are matched.

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### **6. Is the focus of the campaign changing?**

The focus is shifting to individual choice.

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### **7. Can I still give to United Way and its affiliated agencies?**

Yes, employees can still give to United Way and its affiliates, but United Way and its member organizations are no longer the exclusive recipients of matching funds. Also, the Giving Campaign process has been changed so that matching funds for a donation to the United Way affiliate agency flow directly to the agency instead of being channeled to the general fund of the UW organization of that region or city. The same process applies for donations to other umbrella organizations such as EarthShare.

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### **8. What organizations can I donate to under the expanded Giving Campaign?**

Categories eligible for donations and matching funds include arts and culture; family and community efforts; health and human services; some education programs; environmental conservation; public parks, gardens, zoos and aquariums; and animal welfare. Some limitations will apply. See the Giving Campaign Policies and Guidelines for details.

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### **9. What educational programs will be eligible?**

Schools are not eligible for donations or matching funds. Agilent provides educational funding and support in other ways through programs such as Agilent After School, Engineers Week Foundation and Society for Science and the Public, to name a few. Generally speaking, eligible educational organizations are nonprofit agencies (RAFT - Resource Area for Teachers – is one such example) whose mission is to provide curriculum enrichment services to schools. This definition does not include booster clubs or sports, band, dance, drama and other school-sanctioned extra-curricular programs.

Also eligible as educational organizations are public broadcasting stations and public libraries, zoos and aquariums.

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### **10. What contributions are matched during the Agilent Employee Giving Campaign?**

Generally, whatever is eligible for a donation is eligible for match provided the pledge is made before the year’s available

matching funds are depleted. There are, however, some exclusions. See the Giving Campaign Policies and Guidelines for details.

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#### **11. How much of my contribution will Agilent match?**

Agilent will match eligible employee contributions dollar for dollar (1:1) up to \$5,000. Please refer to the Giving Campaign Policies and Guidelines for details.

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#### **12. Are there restrictions on the use of Agilent's matching contribution?**

Organizations must be based in the U.S. or Canada.

All matching donations are made consistent with corporate policies. This means that Agilent resources may not be used to support organizations or programs that preclude participation or involvement based on race, color, age, religion, gender, gender identity or expression, national origin, sexual orientation or disability. A statement of non-discrimination may be required.

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#### **13. What organizations are ineligible for pledging?**

The detailed list is available in the Giving Campaign Program Policies and Guidelines.

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#### **14. Some tax-exempt, non-profit organizations represent and promote controversial viewpoints. Will there be restrictions on which non-profits are eligible and how Agilent's matching contributions can be used?**

As always, organizations that do not align with Agilent's non-discrimination policies are ineligible. Additional steps will be taken to safeguard Agilent's reputation and use of its brand by organizations that receive donations under this expanded program. Agilent does not guarantee funding to all eligible organizations. Agilent reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time.

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#### **15. What types of nonprofits are listed in the Giving Web site's database?**

The database shows organizations recognized as public charities as defined by Section 501(c)(3) of the U.S. Internal Revenue Code and Canadian charities registered with the Canada Customs and Revenue Agency (CCRA).

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#### **16. What if I want to give to an organization not listed?**

If an agency is not found, you will automatically be advised and given the option to click on "Write in a New Organization." You will be taken to the new organization submission page and asked to submit the organization name, address, city, state, ZIP code and phone number. You may continue with your pledge once this information is submitted. You will be contacted if there is a problem with the information or organization you have submitted.

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#### **17. Are any fees deducted from my gift?**

No processing fees are deducted from your gift if your gift was made by check or payroll deduction. If you selected the one-time credit card option there may be a small bank fee associated with your transaction depending on the bank or credit card institution you have your card with. Please check with your credit card company if you want to know what fees they charge. Credit card fees will be deducted from your pledge amount. Agilent is not responsible for these fees; they are the responsibility of the cardholder if you select this option.

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**18. There are so many non-profit organizations. How can I evaluate whether my donation is going to a worthwhile, well-managed organization?**

The Internal Revenue Service's website lists more than two million organizations that have tax-exempt status under Section 501 (c)(3) of the tax code. That alone does not guarantee quality. Many donors consult organizations such as CharityNavigator.org and GuideStar.org, which evaluate a charity's administrative, program and fundraising expenses.

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**19. Can I give anonymously?**

Yes. You can always choose to remain anonymous when you give. During the pledge process you are given the option of whether you want to share your contact information with the charities to which you give or to make an anonymous gift. If you choose to remain anonymous, you will need to contact the charity directly for an acknowledgement or receipt.

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**20. What payment methods can I use to pledge?**

You can pledge using a one-time payroll deduction, semi-monthly payroll deduction, stock, personal check or one-time credit card payment.

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**21. How do I renew my pledge from last year if I am not making changes?**

Donors wishing to continue their current level of giving need to visit the Giving Campaign Web site to submit a new pledge for this year.

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**22. Is there a minimum pledge amount?**

Yes. The minimum pledge amounts are:

- One-time Payroll Deduction - The minimum is \$10 which will be deducted from the January 6 paycheck of the next year.
- Semi-monthly Payroll Deduction - The minimum annual pledge is \$24. Deductions will begin with the January 6 paycheck of the next year.
- Personal Checks - The minimum is \$10 made payable to the Agilent Employee Giving Campaign. Note: The Agilent Employee Giving Campaign is a trust account set up by EasyMatch. Funds are deposited into the account and then disbursed directly to the employee designated non-profit, thereby preserving the tax deductibility of the donation.
- Credit Card - No Minimum
- Stock – No minimum. Please use your own broker to make arrangements.

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**23. What if I make an error on my pledge or need to make changes in my pledge?**

- Errors and Changes - If there are any errors with an employee pledge, the employee will be contacted by EasyMatch.
- Pledge Changes During a Campaign - If an employee wishes to change a contribution or pledge during the campaign, they may contact EasyMatch customer service at 866-484-0417.
- Changes After the Campaign is Closed - After the campaign is closed, only email change requests will be accepted. Email should be directed to [Agilent@easymatch.com](mailto:Agilent@easymatch.com) or contact EasyMatch customer service at 866-484-0417.

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**24. How does my gift get to my organization and how long will it take?**

EasyMatch processes all gifts made through the Agilent Giving Campaign Web site. Your gift will be distributed directly to the agency of your choice. One-time contributions will be distributed in December of the same calendar year. Semi-monthly payroll deductions will be distributed on a quarterly basis. Match dollars will be distributed quarterly.

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**25. When will deductions from my paycheck begin?**

All deductions will start the following year on the January 6 paycheck which is for the December 16-31 pay period of the year in which the pledge was made.

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**26. How do I get a receipt for my taxes?**

The final page of the pledge process can be used as a confirmation of your pledge. For taxes you can either use your pay stub, a cancelled check, your credit card receipt or a receipt from the organization your donation was made to.

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**27. Are my gifts 100 percent tax-deductible and for which year?**

Pledges to 501 (c)(3) organizations are usually 100 percent tax-deductible for individuals who itemize their deductions. If you wish your contributions to count as a tax deduction for the current tax year, you must make a one-time gift via check or credit card. Stock transactions may not be deductible for the current year if there is a lag in your brokerage firm's processing time. Employee donors are also advised to consult a tax professional regarding their individual situation.

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**28. What is a 501(c)(3) organization?**

Non-profit organizations must apply with the U.S. government to request and maintain non-profit status and are referred to as 501(c)(3) organizations. The number refers to a subsection of the Internal Revenue Code that identifies which non-profit organizations are exempt from paying federal income tax.

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**29. What is an EIN number?**

An EIN number is the number the U.S. Government uses to track all 501(c)(3) non-profit agencies.

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**30. Why can't I deduct a one-time payroll deduction on this year's taxes?**

Only actual cash payments made within the tax year are deductible. Because pay for the December 16-31 pay period is not received by the employee until January 6 of the following year, that income and any withheld donations are included in the W-2 for the subsequent tax year. (This information is provided as a courtesy only – employees should not rely solely on this advice and should consult a tax professional regarding their specific tax situation.)

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**31. How do I obtain acknowledgement for donations greater than \$250, as required by the IRS?**

It is the employee donor's responsibility to obtain written acknowledgement from the recipient agency for one-time check, credit-card or stock contributions of \$250 or more. Acknowledgements for payroll-deduction pledges of \$250 or more are not required.

As always, employee donors should consult with a tax professional regarding their specific tax situation and IRS requirements.

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**32. Who do I contact with questions?**

Questions regarding the Agilent Giving Campaign Program Guidelines should be directed to the Giving Campaign mail box by emailing: AGILENT,GIVING-CAMPAIGN (A-PaloAlto,exgen1). All other pledge questions should be directed to [Agilent@easymatch.com](mailto:Agilent@easymatch.com) or EasyMatch customer service at 866-484-0417.

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**33. What if I have made a pledge through payroll deduction option and then find out that I will no longer be an employee of Agilent Technologies?**

Your semi-monthly payroll deductions would stop effective with your last pay check from Agilent. If you have pledged using a one-time deduction and leave the company before the paycheck dated January 6 of next year, your pledge will not be deducted.

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