



Matching Gifts Program FAQs

AstraZeneca/MedImmune provides corporate matching gifts on employee donations as a core component of the [Power of Us](#), our employee giving program. The [Power of Us portal](#) is designed to engage and support employees in charitable giving. Through the combination of employee contributions and the company match, the program maximizes financial support to non-profit organizations and schools within our local communities.

Which employees are eligible to participate?

- Full-time AstraZeneca/MedImmune employees. (MedImmune and AstraZeneca are described as “the company” herein)

What are the terms of the corporate matching funds?

- The maximum annual match per employee is \$2,500 for donations made January 1, 2016 through December 31, 2016.
- Eligible donations will be matched 100%.
- The program has an annual budget of \$1,000,000. Donations will be matched on a first-come first-serve basis until the fund is depleted. In that event, employees will be notified.
- No carryover from year-to-year is permitted.
- Unused amounts cannot be transferred between employees.
- The company may approve special matching opportunities for disaster relief efforts or company-sponsored programs which exceed the limits listed above or are through other processes.
- The interpretation, application, and administration of the Matching Gifts Program will be determined by the Company, whose decision will be final.
- The company reserves the right to change or terminate the program at any time and to make all decisions regarding its administration.

Which donations are eligible?

- One-time personal contributions in the form of cash, check, or credit card made to an eligible organization (see definition below) are eligible.
- The company will only support donations that are consistent with company policies, including but not limited to the [AZ Global Policy on External Interactions](#).
- Recipient organizations must be recognized by the Internal Revenue Service (IRS) as tax-exempt, and designated as a public charity under Section 501(c)(3) of the IRS Code, or as a government agency as provided by Section 170(c)(1) of the code (public schools).

Which donations are not eligible?

- **Donations that are inconsistent with company policies, including but not limited to the [AZ Global Policy on External Interactions](#)**, which prohibits donations to support any activity or initiative that is known to discriminate on any unlawful basis or could cause embarrassment to AZ or otherwise damage AZ’s reputation.
- **Donations or gifts which result in a benefit to the employee.** This includes: payments for materials or services, payments for tuition or fees, subscriptions, dues, gifts to individuals or bequests, golf outings, insurance premiums, auctions, raffles, tickets and dinners.
- **School athletic programs, athletic scholarships, athletic building funds, and athletic associations** are not eligible to participate in our matching gifts program.
- **Donations or gifts made to or through third parties.** This includes gifts using family trusts, donor-advised funds at community foundations or any other contribution which is not the direct donation of the employee’s personal funds to the recipient organization.
- **Donations or gifts made, in whole or in part, with funds received from other people.** This includes funds raised in fundraising activities such as walks or runs. Only the employee’s personal contribution can be matched.
- **Donations or gifts of property or stock.**
- **Donation of services or in-kind gifts.**
- **Donations, gifts or payments for primarily political or religious purposes**, unless specified for a community outreach program, e.g. soup kitchen or homeless shelter.

How do I request corporate matching funds?

- Employees are asked to make donations online using the [Power of Us portal](#) to identify the charity of choice and make the donation using a credit card or PayPal. Donations to eligible organizations will automatically be matched. No additional request needs to be submitted.

Matching Gifts Program FAQs

- For donations made offline, employees will log-in to the [Power of Us portal](#) and select the “Request a Match” feature to enter the date of their donation, name of the recipient organization, the requested match amount and then upload a copy of their receipt. Once submitted, the request will be reviewed by Corporate Affairs and if approved, processed for payment.
- Receipts for donations made offline must include the following information: employee name, organization name, date of donation, amount of donation, indication that the amount is tax-deductible and/or that no goods or services were received in return for the donation.

Can I have automatic payroll deductions for donations?

- No. Donations must be made using credit card, Paypal, cash or check.

Can I have gifts matched to more than one organization?

- Donations can be made to multiple organizations and total amount matched per employee is \$2500 annually.

Is there a minimum amount that will be matched?

- No, donations of any amount will be matched up to \$2500 per employee on an annual basis.

How will I know if my donation was successfully matched?

- Employees can view their matched donations on their [Power of Us portal](#) dashboard.

I would like to request matching funds for an organization I believe is eligible but it is not coming up in the Power of Us portal when I search. Can that organization be considered?

- Recipient organizations must be recognized by the Internal Revenue Service (IRS) as tax-exempt, and designated as a public charity under Section 501(c)(3) of the IRS Code, or as a government agency as provided by Section 170(c)(1) of the code (public schools).
- You can search the [IRS website](#) or [GuideStar](#) to find out which organizations are registered as 501(c)(3). If you are unable to find information on either site, you may contact the organization directly.
- If you believe an organization meets the eligibility criteria and is not listed on the [Power of Us portal](#), you may suggest the organization be considered by logging into the [Power of Us portal](#) and selecting “Nominate a Cause” from the navigation. The organization will be investigated and you will be contacted as to the status.

Will I receive a receipt of my donations for tax purposes?

- You can access your donation receipts on the [Power of Us portal](#) by clicking your name in the upper right corner of the portal, then selecting “My Account” and “My Donation Receipts”.

Do I get the tax deduction for the matched amount?

- No. You can only claim a tax deduction for your personal contribution.

Can I tell the organization that they will receive a matching gift?

- No. Employees are prohibited from making any promises on behalf of the company regarding matches or charitable donations. The interpretation, application, and administration of the Matching Gifts Program will be determined by Corporate Affairs, whose decision will be final. The company reserves the right to change or terminate the program at any time and to make all decisions regarding its administration.

A friend is running in a 5K to benefit a non-profit. If I donate to my friend, is my donation eligible?

- If the non-profit meets the eligible guidelines the employee must follow the steps to request a matching gift.
- Employees should log-in to the [Power of Us portal](#), search for the charity of choice, and make the donation using a credit card or PayPal.
- For donations made offline, employees will log-in to the online matching gifts system and select the “Request a Match” feature to enter the date of their donation, name of the recipient organization, the requested match amount, and then upload a copy of their receipt. Once submitted, the request will be reviewed by Corporate Affairs and if approved, processed for payment.
- Receipts for donations made offline must include the following information: employee name, organization name, date of donation, amount of donation, indication that the amount is tax-deductible and/or that no goods or services were received in return for the donation.

Matching Gifts Program FAQs

I'm collecting money for a non-profit as part of a walk/run, will the funds that I raise be eligible for the matching gift?

- Only the employee's personal contribution can be matched. The program prohibits gifts made, in whole or in part, with funds received from other people. This includes funds raised in fundraising activities such as walks or runs.

My church is collecting donations for a separate charity. If I write a check to the church, is the gift eligible for a match?

- No. The program prohibits gifts made to or through third parties. This includes gifts using family trusts, donor-advised funds at community foundations or any other contribution which is not the direct gift of the employee's personal funds to the recipient organization.

If I make a donation of clothes or household goods, can I request a match for the related amount of my gift?

- No. Only personal contributions in the form of cash, check or credit card made to an eligible organization are eligible for matching.

If I purchase something to give to a charity can I submit the receipt for a related match?

- No. Only personal contributions in the form of cash, check or credit card made to an eligible organization are eligible for matching.

I volunteer regularly for a charity. Can I request a matching gift that corresponds to my time?

- No, the matching gifts program is limited to donations in the form of cash, check or credit card only.
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How is this program related to the United Way Campaign?

- Employees wishing to make a donation to the United Way may do so by searching for the organization on the [Power of Us portal](#). The company will no longer be holding a separate United Way annual giving campaign.

How is this program related to the University Matching program?

- Employees wishing to make a donation to a college or university may do so by searching for the organization on the [Power of Us portal](#). Donations to colleges or universities will be matched at up to \$2,500 per employee per year

How is this program related to the Political Action Committee matching program (AZ PAC)?

- AZ PAC is the political action committee of AstraZeneca employees and provides an easy, effective, and legal way to financially support federal and state candidates who embrace our views on the issues facing our company. Employee giving to AZ PAC is separate from the Power of Us employee giving program. Through AZ PAC Match the company doubles your impact by matching your contributions to AZ PAC and giving them to the charities of your choice. Previously the process of allocating these AZ PAC Match funds required you to submit paperwork. Now, when you give to the AZ PAC, your AZ PAC Match funds will be deposited into your giving account on the [Power of Us portal](#). By selecting "PAC Matching" from the navigation, you can access your AZ PAC Match funds and direct them to the charity(ies) of your choice online.

I still have questions. Who can I contact?

- For questions about the Power of Us program, please email powerofus@astrazeneca.com.
- For technical questions about the Power of Us portal, visit the [help center](#).