

# Guidelines

The Bank of the West Employee Giving Program offers full-time and part-time employees the opportunity to make charitable contributions. The donations are made via an ongoing payroll deduction, a one time credit card payment or a personal check. Bank of the West will match employee contributions during the Employee Giving Campaign up to \$500 per year.

The Employee Giving Program is available for employees to register 2007 calendar year donations from November 20 – December 8, 2006. Donation requests will not be accepted outside of this time period.

Ongoing payroll deductions will begin with the first paycheck of 2007. Eligible organizations must be based in the U.S. and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c) (3) of the IRS Code or an instrumentality of a federal, state or local government as provided by Section 170(b) of the Code.

Credit card charges will be made in the first quarter of 2007. You will have the choice of incurring the charge in January, February or March of 2007. Personal checks will be submitted and cashed in January 2007.

Employee Giving Campaign Process:

1. Determine the organizations you want to contribute to and how much in 2007.
2. Select the method(s) you want to use to contribute. There are 3 options:
  - Ongoing payroll deduction (24 deductions throughout 2007)
  - One time credit card charge
  - One time check submitted during the campaign
3. Access the website, [www.easymatch.com/bankofthewest.com](http://www.easymatch.com/bankofthewest.com).
4. Click on Pledge Now.
5. Enter your User ID (Employee ID) and password. The password is your birth month and birth year (mmyy). (Example: Birthday: July 1, 1970 Password 0770). Once you access the system, you will be asked to change your password.
6. Click on Make a Pledge.
7. Search the database for your charity.
  - All United Way Agencies are pre-loaded into the database. You may search by Zip Code or by State.
  - Many other organizations or agencies that employees have donated to before through the Employee Giving Campaign are loaded into the database. However, a charity may not automatically appear when you complete a search (e.g. March of Dimes in Los Angeles may appear, March of Dimes in Omaha may not). You will receive a message that says "We could not find this agency." You may add it into the database. Click on Write In a New Agency and complete the necessary information.
8. Follow the instructions on the website and make your selections.
9. Continue with this process until you are finished. There is no limit to the number of charities you can donate to through this program. Please remember that the company match is capped at \$500 so you may have to decide what agencies receive the match.
10. Once you are finished, click on Completed.
11. You will receive a Pledge Confirmation. You may make changes to your elections through December 8, 2006. After this date, no changes are allowed.
12. If you have any questions, contact the Hotline at 877-672-8238.