

# Frequently Asked Questions

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## 1. What is the Bank of the West Employee Giving Program?

The Bank of the West Employee Giving Program is an opportunity for full-time and part-time employees to make charitable contributions to qualified 501(c)(3) organizations either through ongoing payroll deduction or a one-time credit card or check payment. Bank of the West will match an eligible employee's contribution up to \$500 per year.

In order to participate in the program, an employee must enroll during the Employee Giving Campaign. This year the campaign is November 20 – December 8, 2006 to set up contributions for 2007. This two week window is the only opportunity an employee will have to take advantage of matching contributions for 2007.

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## 2. Who is eligible to participate?

Full-time and part-time employees of Bank of the West are eligible to participate.

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## 3. Why should I give through the Employee Giving Program?

The Employee Giving Program makes giving easy, convenient and meaningful for you, and the benefits of the program are numerous. The Program gives you several ways to donate including on-going payroll deduction which is a comfortable way to spread out your contribution over a year's time, rather than paying it all at once. You may also do a one-time gift using your credit card or personal check. Bank of the West matches your donation up to \$500 per year to qualified institutions.

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## 4. What if I don't know how much or to whom I want to contribute money to in 2007?

To participate in the Employee Giving Program, you have to plan ahead. If you are unsure about your 2007 decisions, you can still personally contribute to your charities independently but not through this program.

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## 5. How do I sign up?

It's easy! Access the website at [www.easymatch.com/bankofthewest](http://www.easymatch.com/bankofthewest). Sign on to the system by entering your User ID (Employee ID) and password (Date of Birth - Month/Year, MMY). The system is simple to use and will prompt you through the required fields.

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## 6. Will my elections be confirmed?

The system will confirm your elections. Please remember that once the two-week giving campaign is over, you will not be able to make changes. At the end of the campaign, you will receive an electronic confirmation of your pledges.

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**7. Can I change my choices?**

Changes can only be made from November 20 – December 8, 2006. No changes will be allowed after December 8, 2006. The website will only be available for informational purposes after this time.

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**8. If I have questions about the program whom do I call?**

Please contact the program administration office via e-mail at [bow@easymatch.com](mailto:bow@easymatch.com) or call 877-672-8238 for any questions about the program.

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

501(c)(3) is a section of the Federal Tax Code which establishes the criteria for tax exempt charitable organizations. An organization must have 501(c)(3) status (be tax exempt) in order to receive matching funds. Note that not all 501(c)(3) organizations qualify for the program. Eligible organizations include the March of Dimes, United Way, the American Heart Association.

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**10. How do I find out if an organization I want to donate to is a 501(c)3 organization?**

The easiest way is to call the organization directly. When you call the organization, you will also need to obtain general information including the Employer Identification Number, mailing address, telephone number, etc.

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**11. What is an Employer Identification Number and where do I get it?**

An Employer Identification Number (EIN) is a unique nine-digit identification number that IRS assigns to an organization upon filing with the Department of Treasury. The easiest way to get it is to call the organization directly.

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**12. Do I need a receipt for my payroll deduction donation?**

No. The Internal Revenue Service accepts your pay stub as a valid receipt as long as each pay period contribution is less than \$250. If your per pay period gift is larger than \$250, the recipient organization must issue you a receipt.

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**13. Is there a minimum contribution amount?**

Yes. Ongoing payroll deduction: \$1.00 per pay period \$(24.00 per year). One time Credit Card Payment: \$25.00. Personal Check: \$5.00 minimum.

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**14. Is there a maximum donation amount?**

No. You may give as much as you choose.

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**15. Is my donation a pre-tax donation?**

No. Your donation is an after tax deduction.

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**16. Can I make donations to more than one organization?**

Yes. There is no limit on the number of organizations you can donate to as long as it is a 501(c)(3) organization. The system will prompt you how to set up your gifts.

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**17. Can I make donations that are both one time and on-going gifts?**

Yes. However, please remember that the only way to set up an on-going gift is through payroll deduction. One-time gifts are either via credit card or personal check.

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**18. When will my organization(s) receive funds?**

The charitable organization will receive funds at the end of each quarter. The recipient organization will be notified of how much you personally gave as well as the amount of the corporate match. For one-time donations including credit card and check gifts, the recipient organizations will receive the company match at the end of the 1st quarter 2007.

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**19. How will I know if my donation registration has been received?**

You will receive confirmation via e-mail or U.S. Mail. If in doubt, please contact the program administration office via e-mail at [bow@easymatch.com](mailto:bow@easymatch.com) or call (877) 672-8238 for any questions about the program.

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