



Employee Giving FAQs

General Information

What is the Employee Giving Campaign?

Employees at AT&T have a strong legacy of giving back to their communities. The Employee Giving Campaign is just one of the many resources that the company provides to help employees give back to the communities they live and work in. During the Campaign, eligible employees can make a donation to a charity or cause they care about through our online portal. We make the process seamless and ensure that 100% of donations get to the charity in a timely manner.

Who is eligible to participate in the campaign?

All domestic AT&T employees are eligible, which includes legacy DTV employees. At this time contractors and international employees are not eligible to participate.

Why should I give as part of the AT&T Employee Giving Campaign and not directly to the charity?

AT&T believes in giving back and we provide resources to enable all employees to support the charities they care about how and when they want to. By making a donation during the Employee Giving Campaign, 100% of your donation goes to the charity you choose because we cover all of the processing costs. It also enables us to easily track donations and helps ensure that the charities are depositing your gifts. Another benefit is that your donation shows up on your W2 so you can account for your generosity on your taxes. The best part about giving through AT&T is that you may be eligible to earn a Charity Reward, which is an opportunity to recommend a grant from the AT&T Foundation to the charity of your choice. To learn more visit the [Charity Reward site](#).

Do I have to participate in the campaign?

No! Participation is completely voluntarily, so you do not have to participate.

If I decide I want to participate how can I do that?

Participation is easy – you can make a payroll pledge, donate with a credit card, or participate in a fundraiser. During the campaign visit the [Employee Giving Site](#) and follow the prompts to make a payroll or credit card pledge. If you want to participate in a fundraiser then keep an eye out for communications from your business unit that detail the various fundraisers available.

If I make a pledge during the current campaign, when will my deductions begin?

Recurring payroll deductions will begin in January 2017 for legacy AT&T employees and February 2017 for legacy DIRECTV employees. One time payroll deductions will be taken out in March 2017. Credit Card donations are taken when you confirm your donation.

When will my charity receive the donations?

Recurring payroll deductions over \$100 a month will be processed monthly starting in January and organizations will begin receiving payments in February. Recurring payroll donations that are less than \$100 a month will be disbursed quarterly starting in April. One-time payroll deductions occur in March and will be disbursed in April. One-time credit card donations will be processed the day the pledge is completed and disbursed to the charity that month, if made before the 15th, or the following month if made after the 15th.

Is my payroll deduction a pre-or post-tax pledge?

Pledges provided through payroll deduction are post-tax items.

If I do not wish to make a change to my donation from last year do I need to update anything in the portal?



We encourage everyone to go to the pledge site and confirm their pledge details, even if you want your donation to remain the same. If no action is taken, current recurring and one-time payroll deductions and designations will continue into 2017. Keep in mind to be eligible for a Charity Reward you must log in and make an active donation. Rollovers and offline donations will not qualify.

Donation Information

Payroll Gifts

What payroll donation options are available?

There are two options – a recurring or onetime gift. If you choose to make a recurring gift there is a set amount that is taken out of each paycheck. A onetime payroll gift is taken out of your first March paycheck.

When will payroll donations be taken out of our check?

Recurring payroll donations begin in January 2017 for all legacy AT&T employees and February 2017 for legacy DIRECTV employees. One time payroll gifts are taken out of the first March pay check.

If I select the percentage option, how is it calculated?

There are seven options to select if you want to give as a percentage of your base salary: .25%, .5%, 1%, 1.5%, 2%, 3% and 5%. This percentage is multiplied by your annual BASE salary to arrive at the annual amount. This annual amount is then divided by the number of times you are paid each year to arrive at the per pay period deduction.

If my salary changes during the year, how is my deduction affected?

If you are giving a percentage of your salary and the annual base salary changes during the year, your per pay period deduction will be recalculated and the per pay period amount will change. These additional funds will be disbursed to your charity or charities proportionately.

If I select percentage giving, are deductions taken from Team Awards, Overtime, Commissions or other Special Pay?

No, only BASE pay.

Can I make a one-time payroll deduction?

Yes, one-time payroll deductions are available. This deduction will be taken from your first paycheck in March.

If I select a one-time payroll deduction, what month is it deducted?

The deduction will come out the first pay period in March.

What is the minimum gift I can make?

The minimum payroll deduction per pay period is \$1 for fixed amount payroll deduction and .25% of base salary for percentage giving. There is also a \$10 minimum for one-time credit cards and one-time payroll deductions.

Credit Card Gifts

Can you explain the credit card pledge process?

Your card will be charged the day you make your pledge. There is a 4.75% processing fee. Network for Good processes the credit charges and they are a tax-exempt organization. Therefore, your entire donation will still be 100% tax-deductible. Your charitable organization will receive your donation less the 4.75% processing fee. Once you have completed the process, a receipt will be emailed to you from Network for Good (the credit card processor). The charge will read "Network for Good" on your credit card bill.

Is there a processing fee for credit card donations?



Yes, all credit/debit card donations will have a 4.75% fee taken out by Network for Good, the credit card processor.

Pledge Updates and Taxes

What happens if I made a pledge last year and I choose not to log in to the system to update my pledge this year?

All payroll pledges will be “rolled over” and continue into 2017 if you do not take action.

I don't have an existing pledge, and I do not wish to participate. Should I indicate that on the pledge site?

No, if you do not have a pledge on file then you do not need to take action. Please note any recurring or one-time payroll deductions from previous campaign years will rollover, unless you login and cancel your pledge.

How do I stop my deductions for next year?

You have the option to cancel your deduction by logging into the portal and clicking “I do not wish to participate this year” at the bottom of the page. You can also contact att-support@yourcause.com at any time during the year to cancel your donation.

Where can I get a receipt for tax purposes?

Keep a copy of the confirmation form from the website and use it in conjunction with your earnings statement to substantiate to the IRS any donations made by payroll deduction. You may also request a receipt from the non-profit to which you contributed. The campaign vendor, YourCause, does not provide donation receipts for tax purposes. If you have made a one-time credit card pledge on the site, you will receive a receipt at your work email account from Network for Good.

If I chose to remain anonymous, how will I obtain a receipt for tax purposes?

If you chose to remain anonymous, your name will not be provided to the non-profit organization, so they will not be aware of your contribution and not be able to provide a receipt. In this instance, keep a copy of the confirmation form from the website and use it in conjunction with your earnings statement.

Charity Options

How many organizations can I pledge to?

You can pledge to seven non-profit organizations. These must have a valid 501(c)3 status with the Internal Revenue Service and have their EIN registered with Guidestar.org and NetworkforGood.org in order to appear on <http://att.yourcause.com>.

How can I find out if an organization is eligible to be pledged to?

Use the “search” function at <http://att.yourcause.com>. If the charity page of the organization you search for has a green “Donate Now” button, you will be able to make a pledge to it. You can also contact att-support@yourcause.com.

If my organization is not listed on the site, how do I get it added?

Please click “Help” in the upper right-hand corner of the screen. Click “Suggest a new Org.” Fill in as much information as you can about the organization and click Submit. A YourCause representative will contact you regarding your submission. All organizations on <http://att.yourcause.com> have to be 501(c)3 approved charities with their EIN#s registered with Guidestar.org and NetworkforGood.org in order to accept donations. Registration is a free and simple process for your organization. Once you receive confirmation that your organization has been registered, please email a YourCause representative or att-support@yourcause.com. Please note this process can take up to two months to complete.



If my organization is listed on the site, but is not accepting donations, how do I fix that?

The charity has to be register with Network for Good and Guidestar to accept donations. Please contact att-support@yourcause.com to get more information. When the organization registers, please remind them to check the box to accept online donations. This will register your organization with Network for Good. Once you receive confirmation that your organization has been registered, please email a YourCause representative or att-support@yourcause.com. The organization can then be added to <http://att.yourcause.com>.

Can I designate to a specific cause or local chapter if it's not available?

You will be able to click “designate” and choose “other” and will need to fill in the open text field with the specific local chapter or local organization information.

What is an EIN?

Each nonprofit organization has an EIN, or Employer Identification Number. This is a unique identifier provided by the IRS to the organization which can be used to confirm the organization is tax exempt.

Is it possible to get a list of those who have not participated or a list of donors?

Since participation is completely voluntary we do not release names of those that choose not to participate. We also respect donor privacy so we do not release donor names or information on the size of donations made.

Charity Rewards and Matching Gifts

What is a Charity Reward?

Charity Rewards is a new program that lets you support a non-profit organization with a gift from the AT&T Foundation. AT&T Charity Rewards are used by active employees to recommend an AT&T Foundation grant to a registered 501(c)(3) organizations. Once you receive one you can then go online and redeem your Charity Reward at a registered 501(c)(3) organization of your choice. Keep in mind that the AT&T Foundation reserves the right not to fund certain organizations. To learn more visit the [Charity Reward FAQ page](#).

How can I get a Charity Reward?

There are several ways you can get a Charity Reward. The first is by generously making a donation of \$50 or more during the Employee Giving Campaign. Keep in mind that rollover pledges and offline donations are not eligible for a Charity Reward. You will need to login to the Employee Giving Site and either make a new pledge, edit an existing pledge, or simply renew your donation from the previous year to receive a Charity Reward. The AT&T Foundation will give up to \$4 million total to support the organizations that employees care about so be sure to get your pledge in early. Qualifying pledges will be matched on a first come first served basis up to \$4 million.

You may also be eligible to receive a Charity Reward by participating in our other Community Engagement programs like AT&T Aspire, Do One Thing, and AT&T volunteer events. To learn how to get involved in other Community Engagement programs visit Your Community Matters.

What pledges are eligible for a Charity Reward?

To receive a Charity Reward you must log in to the Employee Giving Site during the Employee Giving Campaign and make a new pledge, renew an existing pledge, or edit a previous pledge. Roll over pledges, which are those donations that are carried over each year without the employee taking action, are not eligible for a Charity Reward. If you want to receive a Charity Reward for a pledge you would like carried over be sure to log into the site and click renew.

Are rollover pledges eligible to receive a Charity Reward?



No, they are not. To receive a Charity Reward you must log into the Employee Giving Site and renew, edit, or add a payroll or credit card pledge.

Are offline donations eligible to receive a Charity Reward?

No, they are not. To receive a Charity Reward you must log into the Employee Giving Site and renew, edit, or add a payroll or credit card pledge.

Are legacy DTV employee eligible for Charity Rewards?

Yes, they are. They are subject to the same program requirements as legacy AT&T employees.

Are legacy DTV employees eligible for a matching gift if they make a donation during the Employee Giving Campaign?

Yes, if they make a credit card donation through the Employee Giving Site during the campaign they can apply for a match through the legacy DIRECTV Gift Matching Program. Keep in mind there is a 4.75% processing fee for all credit card transactions. The matching gift is subject to E-Rate approval which requires a \$1,000 limit per employee for K-12 schools, PTA's, Booster Clubs, K-12 Educational Foundations, libraries, and healthcare facilities. Payroll pledges are not eligible for a match since the gifts are not made until 2017 and the legacy DIRECTV Gift Matching program ends on Dec. 31, 2016.