

ANNUAL GIVING CAMPAIGN FAQs



OVERVIEW

What is the Pfizer Annual Giving Campaign?

The Pfizer Annual Giving Campaign is an opportunity for Pfizer colleagues to help strengthen local communities where they live and work. Many sites across the U.S. and Puerto Rico offer activities and events to colleagues during this timeframe to encourage leading change through community engagement.

The Annual Giving Campaign offers colleagues based in the U.S. and Puerto Rico the option to register for payroll deduction of up to \$15,000 (one-time or ongoing) to any eligible 501 (c)(3) tax-exempt organization that meets program criteria and receive a matching donation from the Pfizer Foundation. Colleagues can pledge to multiple organizations through payroll deduction.

What are the dates for the 2018 Annual Giving Campaign?

This year's Annual Giving Campaign will run from August through November.

What is the difference between the Annual Giving Campaign and the Pfizer Foundation Matching Gifts Program?

While colleagues based in the U.S. and Puerto Rico can make a donation at any time of the year through the Pfizer Foundation Matching Gifts Program, the Annual Giving Campaign offers colleagues the option to register for payroll deductions (one-time or ongoing) to help plan and simplify giving throughout the year. Colleagues can pledge to multiple organizations through payroll deduction.

What is the match policy for the Annual Giving Campaign?

The Pfizer Foundation will match donations made by Pfizer colleague dollar-for-dollar, up to \$15,000 per colleague. Donations made by retirees will be matched at 50 percent, up to \$5,000.

How can colleagues participate in the Annual Giving Campaign?

Colleagues can participate by accessing pfizer.yourcause.com via Pfizer or personal desktop, mobile or tablet devices. Retirees can participate online or by paper form. Please note that this is the last year that paper donation form pledges are being accepted. Starting in 2019, the Annual Giving Campaign will be online only.

ANNUAL GIVING CAMPAIGN FAQs

ANNUAL GIVING CAMPAIGN GUIDELINES

Is there a minimum per-pay-period deduction?

The minimum per-pay-period deduction is \$1.

Is there a minimum one-time payment option?

Yes. The minimum one-time payment is \$25.

What is “amount per-pay-period payroll deduction”?

Amount per-pay-period payroll deduction is the amount a colleague selects to be deducted from semi-monthly or weekly paychecks beginning in January 2019.

Can colleagues donate stock as part of the Annual Giving Campaign?

Yes. The online platform accepts donations made by Visa, MasterCard, a completed Stock Verification form or a letter acknowledging receipt of the stock by the eligible charity that must be uploaded to the online giving platform at the time of the pledge. Similarly, if contributions are made directly to the eligible charity via an IRA, Donor Advised Fund or other financial vehicle, please upload a letter from the eligible charity acknowledging the contribution to the pledge site at <http://pfizer.yourcause.com>.

Can colleagues pledge via credit card as part of the Annual Giving Campaign?

Yes. Colleagues can pledge via credit card online. The site accepts Visa, MasterCard, American Express and Discover. There is a minimum of \$25 for credit card donations. Please note the credit card fees are waived during the Annual Giving campaign.

Are colleagues able to designate their gift?

Yes. Colleagues can give directly to any eligible 501(c)(3), K-12 public school, private school or organization listed on the Catholic Directory.

How do colleagues pledge by check?

All check donations must be made and mailed directly to the recipient organization. Colleagues must receive an acknowledgment letter and upload to the online giving platform to complete the pledge.

Can colleagues add an organization that is not currently listed via the online platform?

No. If an organization is not found within the database, visit the help page and click “Suggest an Organization.” This will open an email directed to pfizer-support@yourcause.com. Please provide as much detail about the organization as possible. The YourCause Customer Advocacy Team will research the organization and provide you with a status update.

Can colleagues change a pledge after it has been submitted?

Yes. Using the electronic pledge system, colleagues may change a pledge up until November 30.

Are colleagues able to “renew” a pledge from last year’s campaign?

Yes. Colleagues can use the “renew” feature for pledges made during the 2017 campaign. Colleagues can choose to renew with the same amount or increase the pledge.

Are there organizations that are not eligible to be part of the Annual Giving Campaign?

Yes. Organizations that are religious in nature are not eligible. These include houses of worship, such as churches, mosques, synagogues and temples. In addition, Donor Advised Funds, supporting organizations and organizations that do not accept funds from Pfizer or the Pfizer Foundation (e.g., Doctors Without Borders) are not eligible.

ANNUAL GIVING CAMPAIGN FAQs

ANNUAL GIVING CAMPAIGN GUIDELINES

If a colleague has been contributing via payroll and his/her position has been eliminated, what happens?

- Annual Giving Campaign contributions made via payroll deduction, as well as the Pfizer Foundation match, will continue until the colleague's last regular paycheck.
- After a colleague's last regular paycheck, any unfulfilled portion of the contribution pledge will remain unpaid unless the colleague makes alternative arrangements for payment.
- The stub from the colleague's last regular paycheck will indicate the total contributions to date via payroll deduction.
- Any payments made after the last day of employment will not be eligible for a match from the Pfizer Foundation.
- Contributions to the Annual Giving Campaign will not be taken from severance payments/checks.

Where can colleagues view the status of a disbursement made to a recipient organization?

Colleagues can visit the "Donation History" section of the YourCause online platform to view the status of donations.

Are there instances where colleagues will need to redirect a donation?

Generally speaking, colleagues choose where to send their donation. However, in some situations,

YourCause may need to contact a colleague for assistance in sending a donation to an intended organization, or may ask for an alternate organization for the donation. This outreach may occur for a variety of reasons (e.g., the organization is no longer in operation, has lost its tax-exempt status, has not cashed the check YourCause sent on behalf of a colleague's donation).

Where should paper donation forms be mailed?

All paper pledge forms should be mailed to Pfizer Giving Campaign, 6505 W. Park Blvd Ste. 306 PMB 300 Plano, TX 75093. Forms can also be scanned and emailed to pfizer-support@yourcause.com. Please note that this is the last year that paper donation form pledges are being accepted. Starting in 2019, the Annual Giving Campaign will be online only.

How does an organization update its contact information on the YourCause online platform?

Organizations must update their contact information through the YourCause NPO Portal at npo.yourcause.com.

How will a non-profit organization know who sent them a donation?

Donation checks include instructions for the organization to login to the YourCause NPO Portal in order to view all donor details for a specific check.

Where can colleagues view donation history?

To view your historical donation history, you can click "My Giving History" on the Campaign homepage, or you can click "Give" in the top navigation, then "Donation History." Your donations will be listed in the bottom section of the page. You will need to change the date filters to see your entire history.

ANNUAL GIVING CAMPAIGN FAQs

CONFIDENTIALITY

Is a Pfizer colleagues' donation to the Annual Giving Campaign confidential?

All donation amounts are confidential. Colleagues have the opportunity to select recognition preferences related to the recipient organization during the pledge checkout process. A colleague may choose to be anonymous to the recipient organization or can opt to share his/her name and email address.

Is participation in the Annual Giving Campaign mandatory?

Contributing to the Annual Giving Campaign is completely voluntary.

TAX QUESTIONS

Will colleagues receive confirmation of their donation(s) for tax purposes?

Tax acknowledgements will be available under "Donation History" of the Pfizer YourCause online platform. To review the documentation of donations for tax purposes, click the hyperlinked status of the donation, and then click "View Record." If there are multiple donations, a summary report can be exported by scrolling to the "Donation History" section, clicking the drop-down for "Export Summary" and selecting the year of giving.

YourCause is recognized as a fiscal agent of United Way Worldwide (UWW). This partnership allows YourCause to provide tax acknowledgements for domestic credit card and payroll donations directed to UWW-recognized charities. UWW recognizes charities categorized as 501(c)

(3) by the IRS, K-12 public schools as identified on the U.S. Department of Education NCES listing, and organizations listed on the Catholic Directory.

Are contributions handled as a "before" or "after tax" transaction?

Contributions are handled as "after taxes" transactions.

What qualifies as a 501(c)(3) tax-exempt organization?

A 501(c)(3) tax-exempt organization is a public charity that receives most of its funding from the general public. This exempt status is issued by the Internal Revenue Service. Please note that not all charitable organizations have 501(c)(3) status.

CUSTOMER SERVICE

What is the role of YourCause?

YourCause is the service provider that Pfizer selected in 2016 to supply web-based tools to administer the Annual Giving Campaign. YourCause is responsible for pledge data processing, website support and first-line customer service.

Where do I reach out for general inquiries about the Annual Giving Campaign?

Please email pfizercolleaguecommunityengagement@pfizer.com with any general questions.

What is the contact for Customer Service?

You may send an email to pfizer-support@yourcause.com. For phone support, please call (866) 751-6031 and a live chat is also available Monday through Friday, 7a.m.-7 p.m. CT.