



**2025 Annual Employee Giving Campaign
September 10 - October 8, 2024**



Frequently Asked Questions

1. What is the Giving Campaign?

National Cooperative Bank, N. A. (NCB) hosts an employee driven annual charitable Giving Campaign. NCB partners with America Charities who serves as our on-line pledge site administrators, campaign funds management, and our campaign reporting. The purpose of the campaign is to support the mission of local, national and global non-profit organizations in their efforts to provide services that sustain communities worldwide through charitable financial donations from our employee population.

2. Who is America's Charities?

America's Charities, a nonprofit that inspires employees and organizations to support causes they care about, is our employee giving partner, acting as the funds management agent, as well as providing general campaign support and distributing employee contributions to the charities selected by employees during the campaign enrollment. To learn more about America Charities and the work they do, visit them at www.charities.org.

3. What are the dates of the giving campaign? The 2025 Employee Giving Campaign begins Tuesday, September 10 and concludes on Tuesday, October 11, 2024.

4. How do I donate to the 2025 Employee Giving Program?

For the 2025 campaign, you will have the opportunity to give through a recurring or one-time payroll deduction, check and electronic check. You also can write-in charities if you wish to donate to a charity not listed on the giving platform. Be prepared to provide contact information, address, and phone number for any write-in options.

5. Does NCB match my contribution to my charity of choice?

No. The total amount of money donated by employees during the campaign determines our internal Corporate Contributions Committee annual budget. Annually, the organization will match the total employee donations collected to determine the budget of corporate contributions will be disbursed by NCB to support local community-based service organizations within the regions we do business.

6. What is the Corporate Contributions Committee and how do I nominate my charity?

NCB has established a Corporate Contributions Committee to review requests and make recommendations for contributions to community-based service organizations within the Washington, D.C. metropolitan area and regional territories in which the Bank conducts business. Any employee of either organization can submit a request for funds for a 501(c) 3 organization that they are (financially or physically) involved in. Requests are reviewed monthly, based on alignment to key focus areas and need.

Please feel free to make a request for the organization you are donating to during the 2025 Giving Campaign, or any other non-profit organization you are involved in! You can find the application and procedures documents on the NCB Welcome Page under "Administrative Tools."

7. Will employees be eligible to receive additional vacation days for their participation in the giving campaign?

Yes, employees who participate in NCB's 2025 Giving Campaign will be eligible to receive a maximum of two (2) additional vacation days for their donation. Please refer to the vacation eligibility table below to review the necessary contribution amount for your salary range. Employees must reach the annual contribution dollar amount assigned to their salary range throughout the 2025 payroll schedule remittances, to qualify for the additional vacation days.

Salary Range	Minimum Contribution Earn ONE Vacation	One Day Per Pay Check Amount	Minimum Contribution Earn TWO Vacation	Two Day Per Pay Check Amount
	ANNUAL CONTRIBUTION	PER PAY PERIOD	ANNUAL CONTRIBUTION	PER PAY PERIOD
Under \$25,000	\$144	\$ 6.00	\$216	\$9.00
\$25,000 up to	\$216	\$ 9.00	\$288	\$12.00
\$35,000 up to	\$288	\$12.00	\$360	\$15.00
\$50,000 up to	\$360	\$15.00	\$432	\$18.00
\$75,000 up to	\$432	\$18.00	\$504	\$21.00
\$100,000 up to	\$504	\$21.00	\$792	\$33.00
Over \$125,000	\$696	\$29.00	\$1,008	\$42.00

8. How many pay periods will employees be able to make payroll deductions for the 2025 Giving Campaign?

Twenty-four (24) pay periods or a one-time payroll deduction. Payroll deductions for the 2025 campaign will begin in January 2025, and conclude within the semi-monthly payroll remittance schedule.

9. How do I donate?

You donate using StratusLive, an online pledging system managed by America's Charities. Visit <https://ncb.americascharities.stratuslive.com> to create or access your account. Employees can elect to make their donations through recurring or one-time payroll deductions, electronic check, or check.

Checks should be made payable to: America's Charities Fiscal Agent and mailed directly to America's Charities at:

America's Charities/NCB
14200 Park Meadow Drive, Suite 330S
Chantilly, VA 20151

10. If I do not feel comfortable entering my information on the StratusLive website, is there another way for me to make a pledge?

Yes. Those employees who do not wish to donate using the StratusLive online pledge system can complete the Giving Pledge form located on the campaigns dashboard site. Send the pledge form to Human Resources.

11. What payment methods are accepted?

- **Recurring Payroll Contribution:** Your gift will be deducted from your paycheck each pay period for one year, beginning January 2025.
- **One-time Payroll Contribution:** Your gift will be deducted as a one-time payroll deduction from your first paycheck January 2025.
- **One-time Electronic Check:** Select "Electronic Check" as your payment method on the secure Giving Portal and enter your banking information.
- **One-time Check Contribution:** Please make your check payable to **"America's Charities Fiscal Agent."** After you submit your check donation online, you will receive an email confirmation summarizing your pledge. By October 11, 2024, when you receive a confirmation email, print a copy of that email, and return it along with your check by mail to:

America's Charities/NCB
14200 Park Meadow Drive, Suite 330S Chantilly, VA 20151

12. Can I "write in" a charity(ies) as in previous campaign years?

Write-In options are accepted for all 501(c)3 designated charities. If you are not sure whether your charity of choice has 501(c)3 status, America Charities will verify this for you. Please provide all the requested information in the space provided on your electronic donation form.

13. Can I donate to an organization that does not have a 501(c)3 status?

No. America Charities can only accept charitable donations from organizations that have 501(c)3 status. However, we encourage everyone to give to your charity of choice directly. Employees who make a charitable donation will be eligible to receive the additional vacation day benefit under NCB's annual giving campaign.

14. If my charity of choice does not have 501(c)3 status am I eligible to receive the additional vacation days benefit under the giving campaign?

Yes. Employees who make a charitable donation in conjunction with the 2025 Giving Campaign calendar year and meet the necessary dollar amount assigned to their salary range will be eligible to receive the additional vacation day benefit. Employees who elect this option will need to provide their donation receipts to Human Resources, Payroll Manager **no later than December 1, 2024.**

15. When will my charities receive my contribution made through payroll deduction?

Distributions for the 2025 Giving Campaign will be processed on a quarterly basis.

December: America's Charities begins to verify non-profit status of your designated charities.

January: NCB starts collecting your donations through payroll deduction in conjunction with our semi-monthly pay periods beginning the January 2025 pay period through December 2025/January 2026.

Verification of your charitable funds can be obtained by contacting America's Charities' help desk at help desk team at www.charities.org/support or help@charities.org. You are also encouraged to directly contact the charity(ies) you supported.

16. When will my charities receive my one-time check donation?

Your donations by check and electronic check are expected to be cashed in 2024 and paid out no later than the end of January 2025 if America's Charities have been able to verify the nonprofit status of your designated charities. Electronic check and one-time check donations cashed in 2024 are deductible for the 2024 tax year.

17. How can I obtain verification that my charity of choice has received my donation?

Contact America's Charities' help desk team at www.charities.org/support or help@charities.org. You are also encouraged to directly contact the charity(ies) you supported. Please refer to FAQ #15 for a summary of when donations will be distributed to charities supported through this campaign.

18. Are my contributions tax deductible?

Yes, your payroll contributions are 100 percent deductible for the 2025 tax year.

19. How do I receive my tax receipt?

For a copy of your tax receipt, contact America's Charities' help desk at help desk team at www.charities.org/support, help@charities.org.

20. How much of my contribution will be donated to the charity(ies) I choose?

Our company funds the administrative costs and therefore 100% of your contribution goes to the charity.