

Giving Together Matching Gift Frequently Asked Questions

General Overview and Eligibility

1. What is Giving Together?

Giving Together is a charitable matching gift program in which the Humana Foundation partners with associates to positively influence the communities where they live and work.

2. Which associates are eligible for the Giving Together matching gift program?

All associates are eligible for the **Giving Together** program.

Giving Together Features

3. Is there a limit to how much I can have matched?

Yes, associates may have up to \$100 matched per calendar year.

4. Is there a minimum gift that can be matched?

Yes. The Humana Foundation will match gifts of \$50 and above.

5. Can I request a match if I gave over \$100 to a nonprofit organization?

Yes, however the match will only be up to \$100.

6. I gave \$80 earlier this year to a charitable organization. May I now make a \$20 donation to reach my \$100 maximum match for this year?

No, the program will only match gifts of \$50 and above. For example, to maximize your gift, it is suggested you make two \$50 contributions to the charities of your choice or one \$100 donation.

7. Can any unused portion of my limit be carried over to the next year?

No, annual limits are not carried over and are reset on January 1 each year.

8. Which nonprofits are eligible for the matching gift program?

Most US based nonprofits that are designated 501(c)(3) are eligible for the program as are most K- 12 schools. As you start the process of requesting matching funds, you will be asked to enter the name of your designated charitable organization in a "Quick Search" box on the **Giving Together** Website. If the organization is not listed, it is not a qualified 501(c)(3) nonprofit. (In the case of a public school, please use the district's 501(c)(3) entity name. If you have questions, contact the Humana Foundation.) Certain organizations may be excluded from the program, including organizations that may be deemed controversial and certain religious organizations. If this is the case, you and the organization will be notified by the Humana Foundation that your contribution is ineligible for a **Giving Together** matching gift. Click here for the Humana Foundation's giving guidelines.

9. What if I can't find my organization through the search?

If you cannot find your organization then request to have them added by completing the appropriate information in the Nomination section of the site. The organization will be reviewed and added to database if meets all eligibility requirements. You'll be notified once the organization is added. Please note, you'll need the organization's tax id number to complete nomination.

10. What is a 501(c)(3)?

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for tax-exempt purposes set forth in section 501(c)(3) of the code. In addition, it may not be a political action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates. For more information, visit www.irs.gov/charities/charitable/article/0,,id=96099,00.html

11. How do I find out if the organization is a 501(c)(3)?

The **Giving Together** Website confirms tax status when you apply for a matching gift. If the organization you are searching for does not appear, it may not a qualified 501(c)(3) and ineligible for a company match. If you cannot find your organization then request to have them added by completing the appropriate information in the Nomination section of the site.

12. Does Humana provide support to international nonprofit organizations?

No, the matching gift program is limited to nonprofit organizations located within the US.

13. Are donations made to Humana-sponsored fundraisers, such as United Way and Fund for the Arts, eligible for a match?

Yes, but you'll need to follow directions related to the campaign for details to request match.

14. My donation to a nonprofit organization was made by purchasing a ticket to a fundraising event. Is that donation eligible for a matching gift?

No. A gift made in exchange for an item or service (a ticket to an event for example) is not eligible. Contributions made for dues, subscription services, or tuition are also not eligible.

15. I have not made a monetary contribution, but I do volunteer several hours a month at a charity. Can I apply for a dollar match?

No, only monetary contributions from associates are part of the **Giving Together** program. However, The Humana Foundation's "**Dollars for Doers**" program rewards associates for volunteerism through donations to charitable organizations.

16. Do I make my donation concurrent with my matching gift request?

No. Make your donation to the nonprofit organization before you request your matching gift. The Humana Foundation is not able to process any gifts on the associate's behalf.

17. How do I request a matching gift?

Access the **Giving Together** Website via Humana Self Service or Humana Foundation SharePoint site. Once on the site, complete all fields on the matching gift request page and submit the form. You will be given a unique coupon code once your gift has been submitted. Mail, fax, or email the coupon to the nonprofit organization to complete the matching gift request. Detailed instructions are available on the **Giving Together** Website.

18. How do I check the status of my matching gift request?

Log on to the **Giving Together** Website through HSS or Humana Foundation SharePoint site and the status of all matching gift requests will be available on the home page.

19. How do I know if my request was not approved?

You will receive an email notification if for any reason your match request was not approved.

20. Is the matching gift donation tax deductible?

Only your original gift is tax deductible; the match portion of your gift cannot be deducted in your personal tax return.

Additional Information

21. When can I expect the matching funds to be released to my charity?

The Humana Foundation will process matching gifts on a quarterly basis.

22. Where can I find more information about the new Giving Together program?

You may direct specific questions to HR4U: HR4U@Humana.com or toll-free 888-431-HR4U. For more information about eligibility criteria, visit The Humana Foundation Website or e-mail HumanaFoundation@humana.com.