

## Workplace Giving Frequently Asked Questions

Workplace giving allows employees to donate to the nonprofits they care about, primarily through payroll deductions, matching gifts, volunteer support programs, and annual giving campaigns. Workplace giving programs can be set up in a variety of ways; however, a nonprofit's access to these programs must be initiated by an employee.

**Q:** What is workplace giving?

**A:** Workplace giving is a low-cost and efficient way to connect you with our organization through your employer.

**Q:** What are the benefits of workplace giving?

**A:** Workplace giving contributes an estimated \$5 billion to U.S. charities each year. If board members, volunteers, or supporters work for companies with a workplace giving program, this can be an additional source of funding for the Foundation.

**Q:** Who is responsible for the workplace giving guidelines?

**A:** The guidelines for the program are established by your employer. If you have any questions regarding workplace giving guidelines, please contact your Corporate Social Responsibility Representative, Human Resources department, or Community Relations department for more information.

**Q:** How do I initiate my workplace giving donation?

**A:** Check with your Corporate Social Responsibility Representative, Human Resources, or Community Relations department to find out if your company has a workplace giving program.

**Q:** What is an EIN?

**A:** The Employer Identification Number (EIN) is a nine-digit number assigned by the Internal Revenue Service (IRS). Every IRS-designated, tax-exempt nonprofit organization has a unique EIN. Our EIN is 13-6193105.

**Q:** How can I be sure my workplace giving donation reaches my nominated charity? How can I verify I have chosen the right charity?

**A:** To designate the Crohn's & Colitis Foundation as your charity, conduct a search by using our National address (**Crohn's & Colitis Foundation, 733 Third Avenue, Suite 510, New York, NY 10017**) or EIN number (**13-6193105**). Chapter locations do not have agency portals, and therefore will not be listed on your employer's site. You must use the National Headquarters address for workplace giving.

**Q:** I would like my workplace giving donation to go toward my local chapter, but I've submitted them to the National Office. Will the funds go to my chapter?

**A:** Your workplace giving donation will be allocated to your local chapter if you provide us with your contact information, as well as update the purpose and designation to the chapter of your choice.

**Q:** I'm initiating a workplace giving donation to an event fundraiser (Take Steps, Team Challenge or Special Event). How do I ensure that the funds are allocated to the participant?

**A:** When initiating your workplace giving donation (payroll deduction, matching gift, or volunteer grant) you will be prompted to include a comment, designation, or purpose. Under that area, please include the participant's information, as well as the event name, to add it to their fundraising event.