



Partnership for Giving Guidelines & Frequently Asked Questions

GUIDELINES

The Partnership for Giving (P4G) is Merck's matching funds program that provides active employees, based in the U.S. and Puerto Rico, the opportunity to support community efforts and organizations that are important to them. Through the **P4G Direct Giving** program, contributions to eligible nonprofit organizations located in the U.S. and Puerto Rico are matched dollar-for-dollar by the Merck Foundation. Working together, we can help build strong and caring communities by helping those in need, promoting a healthier society, advancing education, fostering the arts, addressing the welfare of animals and preserving the environment.

Minimum/Maximum Program Limitations

The minimum individual direct match gift is **\$24** per designated organization. Donations that do not meet the threshold will not be matched through the P4G program.

The maximum annual gift that will be matched is **\$30,000** per eligible donor, per calendar year.

The P4G Direct Match program is available to eligible donors year-round, and the matching funds limit is tracked on a calendar-year basis (January 1 through December 31). Matching funds can be requested for one-time cash, check, credit card, or stock donations, via the [Merck Gives Back](#) (MGB) website.

Matching gift requests will be accepted up to 180 days following the donation to the nonprofit organization.

The annual donor limit is determined by the actual date of the donor's contribution to the recipient organization. For example, a donation made to an eligible organization on December 31, and submitted for matching funds in January of the following year, results in the matching funds award, if approved, applied to the prior year, which is the year the employee donation was made to the organization.

Donor Eligibility

Donor eligibility for the P4G Direct Giving program includes active U.S. and Puerto Rico Merck employees and active members of the Merck board of directors.

Organization and Matching Gift Eligibility

The Merck Foundation reserves the right not to match gifts to any organization that it determines is not an appropriate recipient for charitable funds. If the nonprofit organization does not qualify for a matching gift, the donor requesting the matching gift will receive a decline notification via an email through the MGB system.

Organizations eligible to receive a P4G matching gift contribution include nonprofits that support health and human services, arts and culture, animal welfare and environmental and community causes, and accredited educational organizations.

To be eligible, the organization must be a nonprofit organization or public charity located in the United States or Puerto Rico, and hold a tax-exempt 501(c)(3) or 509 status or be instrumentalities of federal, state, or local government as provided by section 170(c)(1).

Organizations must meet the Merck nonprofit eligibility guidelines per the IRS master file list of nonprofit organizations. *Newly designated nonprofits in the MGB system may take several weeks to be updated, as the IRS list updates every four to six weeks.*

Organizations and gift requests ineligible to receive a P4G matching gift contribution include:

- Organizations that in any way pose an actual or potential conflict with Merck's goals, programs, products or employees, or are otherwise inconsistent with company policies
- Organizations that discriminate on the basis of race, sex, sexual orientation, marital status, religion, age, national origin, veteran's status or disability
- Gifts to educational or community organizations, for purposes specifically related to the employee's child's class or team, such as a fundraiser, field trip or other similar event
- Gifts that derive any form of benefit for the employee or family member, such as, but not limited to, tuition, dues, fees, tickets or raffle tickets, auction items, membership, magazine subscription, opportunity to participate in an athletic event, etc.
- Gifts toward non-scholastic programs at educational institutions, such as athletic associations, clubs, athletic scholarships, teams, booster clubs, bands, drill teams, etc.
- Organizations that advance efforts that are strictly sectarian, political, lobbying, labor, fraternal in nature, or advance animal rights (excluding animal welfare) or gun rights
- Gifts to houses of worship and religious programs, unless designated toward a program focused on the betterment of the community in general. *(In such cases, include the community-related program information in the designation field when entering your matching gift request.)* Gifts will not be matched toward organizations whose principal purpose is propagating a particular religious faith, creed or doctrine, or when the gift is intended to fulfill a person's pledges, tithes, or other church related financial commitments
- Gifts to a third party organization such as a donor advised fund or private foundation
- Gifts to or from an employee or family foundation or charitable trust, or employee/donor owned foundation
- Combined gifts from a group of people represented as one gift from an eligible donor, or gifts used to support a third party organization that has not been designated by the Merck employee/donor
- Gifts given through a third party, or gifts given to an educational Institution as a way of supporting a third-party organization (e.g., an athletic, religious, or social organization)
- Gifts of real estate or other property (except securities)
- Gifts to economic development organizations
- Gifts to support an organization's capital expenditures

Partnership for Giving Matching Gift Funds Distribution

Matching gifts are processed quarterly. Due to the high volume of checks distributed through the matching gift program, check distribution can take up to four weeks following the end of each quarter. Eligible direct match requests received and confirmed by the last day of the quarter are included in the next quarterly payment.

P4G funds are only released after the nonprofit has provided confirmation that the employee donation has been received, and the organization has been verified as an eligible organization that qualifies for Merck Foundation matching funds. When submitting match request, donors are prompted to send an email to the organization through the MGB system – *a contact email address should be obtained from the organization whenever possible, prior to submitting a direct match request.*

Alternatively, upon their match request submission, donors are given the opportunity to print and mail a confirmation letter to the nonprofit organization. Both the email and the hard-copy letter provide the nonprofit with the URL they need to access the online system for the purpose of confirming receipt of the employee donation.

Organization confirmation deadline – Nonprofit organizations must confirm employee donations, in the online system, within one year (365 days) of the matching gift request creation date.

The P4G system will generate follow-up emails to the donor and the nonprofit. Employees should be aware of unconfirmed donations that appear in their giving history and follow up with the nonprofit whenever possible to ensure completion of their matching gift.

Unconfirmed donations will be rejected once they have passed the one-year timeframe.

Matching gift checks are sent in bulk. Organizations can view the detail list of contributing Merck employees and their related check amounts via the confirmation URL provided.

Matching gift checks that remain unclaimed will not be reissued. If an organization does not accept Merck Foundation funds by redeeming their matching gift check within 365 days of issue, the value of the matching gift funds will remain in the donor matching gift benefit limit for that year. Donors will have the option of resubmitting the gift request or choosing an alternative organization for which to request a matching gift.

Frequently Asked Questions

What do the terms 501(c)(3), 509(a), and 170(c)(1) mean?

These terms refer to sections of the Federal Tax Code that establish the criteria for tax-exempt charitable organizations. An organization must have 501(c)(3), 509(a), or 170(c)(1) status to receive matching funds through the Merck P4G. *Please note that not all 501(c)(3) organizations qualify for the program.*

How will I know if my organization is eligible?

The MGB matching gift system will verify the organizations against the IRS master file and other government lists. Organizations must also meet the P4G nonprofit eligibility guidelines as well as the criteria included in the P4G Guidelines. Please read this document carefully prior to submitting a matching gift request.

If your request for a matching gift to a nonprofit organization does not qualify based on any of the nonprofit eligibility guidelines you will receive a decline notification via email.

How do I determine the status of my matching gift request?

The request status is available on the vendor site landing page where you entered your request. This can be accessed via the [MGB website](#), by choosing either the “Log Your Hours” or “Request a Matching Gift” icon to link to the vendor site. Access is also available from the internet through the online login URL <http://www.cybergrants.com/merck/merckgivesback>.

Do I receive a confirmation of my P4G pledge?

A system generated email is sent to confirm your request submission.

Are any administrative fees deducted from my donation or from the Merck Foundation matching funds?

No. The Merck Foundation pays all related administrative fees to the P4G vendor to administer the program and provide support services.

How is a stock donation matched?

When making a stock donation, enter the market value of the stock on the day you issued the stock to the nonprofit organization. The organization will be asked to confirm the realized value of the stock donation and the Merck Foundation P4G program will match funds equal to the realized value of donated stock.

What are the tax advantages of giving stock?

You can deduct the full current value of the stock (regardless of purchase price) and avoid the capital gains taxes associated with selling the stock for profit; therefore, you pay no taxes on the appreciated value of the stock and take the full deduction for the current value of the stock.

May I donate my Merck stock options?

No, you may not donate Merck stock options; however, you may donate Merck stock after you exercise your options.

What are the IRS charitable requirements for a donation?

- Your gift must be a voluntary charitable contribution made from your own personal resources and not from gifts or loans from any other person or organization.
- As a charitable contribution, your gift cannot be used to pay tuition, membership dues, or subscription fees.
- Your gift cannot be used as payment in exchange for any kind of benefit received, and it cannot be given because you expect some monetary or other benefit to be given to you or to any other person or organization named by you.

Must I obtain a tax receipt?

Any donation to an organization requires a tax receipt **from the recipient organization** to qualify as a tax deduction.

Is my donation considered pretax or post-tax?

Post-tax. This means that social security, federal, state, and city taxes have already been withheld from the money you are donating.

How are my donations managed if I choose to donate to the Bergen County United Way Charitable Flex Fund?

The Bergen County United Way Charitable Flex Fund is an eligible nonprofit organization for the Partnership for Giving. This program is managed and administered by the Bergen County United Way, and this option incorporates the Merck Partnership for Giving Guidelines and eligibility criteria.

The process for the Bergen County United Way Charitable Flex Fund is as follows:

- The employee's donation is made to the United Way Charitable Flex Fund as a one-time gift
- The Merck Foundation matches the employee donation 100% up to the P4G program limits
- A minimum donation of \$100 is required, and a minimum distribution of \$25 per nonprofit organization is required for each designation you make
- Both the employee donation and the Merck matching funds will be deposited in the employee's name to their individual Charitable Flex Fund account
- The employee will receive a welcome package providing them with a personal identification number (PIN)
- Once the individual employee account has been set up, they can log on to the secure Flex Fund website (www.myflexfund.org/merck) using their PIN to view their current available Flex Fund account balance, and make distributions to organizations that are eligible through the Partnership for Giving, at the employee's convenience
- Employees may use the Bergen County United Way website to designate amounts they wish to distribute to eligible organizations throughout the year, using the funds in their account
- Merck is not responsible for any aspect of the administration of the Bergen County United Way Charitable Flex Fund, including Internet security and fiduciary accountability
- **For more information about the Charitable Flex Fund, please contact Flex Fund customer service representatives at 1-800-543-1203, <http://wp.myflexfund.org/>**

ATTENTION Merck Retirees:

In June of 2017 notice was provided to P4G participants regarding retiree participation.

The Partnership for Giving program will no longer include a retiree matching gift component, effective January 1, 2018.

Retiree participants may submit matching gift requests toward their 2017 donations for up to 180 days from the date of their donation to the nonprofit.

As of January 1, 2018, Merck retirees will be provided limited access to Merck Gives Back Partnership for Giving site to allow for the submission of matching gift requests toward 2017 donations and to view the status of existing submissions. This limited retiree access for matching gift requests toward 2017 donations will be available until June 30, 2018. Following that date, access will remain available for the purpose of viewing the status of existing submissions.

Merck retirees may access the P4G system via the URL,
<http://www.cybergrants.com/merck/merckgivesback> to view prior submissions.

The Partnership for Giving program may be revised, suspended, or terminated at any time at the option of the Merck Foundation.

Merck Foundation determination or any question of interpretation, application of provision, or administration shall be final.

Paper forms were discontinued in 2013 and are no longer accepted or processed for P4G matching gift requests. All matching gift requests must be submitted via the Merck Gives Back website at <https://merckgivesback.merck.com> or via the internet access at <http://www.cybergrants.com/merck/merckgivesback> to be eligible for matching funds.

Support Contact:

Call 855-266-6774

Email: merckgivesback@cybergrants.com

Revised: 19-December-2017