

What can I do using the Applied Giving platform?

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GENERAL INFORMATION

How does the Matching Gifts Program Work?

All full-time employees can receive matching funds from the Applied Materials Foundation through the Employee Giving Program and the Volunteer Time Grant Program. Employees can “draw” upon their individual employee matching funds anytime during the calendar year.

The Employee Giving Program matches employee charitable donations to eligible organizations as well as eligible primary and secondary public schools up to USD \$2,000 per calendar year.

The Volunteer Time Grant Program recognizes Applied Materials employees who volunteer in communities around the world. Through Applied Giving, employees can track the hours they spend volunteering with nonprofit organizations and schools and request up to USD \$400 per calendar year in matching grants. Employees who log at least 10 hours of personal volunteer time during one quarter (quarters are by calendar year) will receive a USD \$100 Cause Card that can be directed to any eligible organization listed in the Applied Giving platform. A maximum of four Cause Cards can be received per year.

When can I make a donation on Applied Giving?

Contributions can be made year-round.

Is there a help desk I can contact?

If you have questions, you can contact Customer Service at amat-support@yourcause.com, use the chat feature available under the HELP tab, or talk with someone via phone Monday-Friday, 7am-7pm (CST) at 1-866-751-6031.

Who can I contact at Applied Materials with questions about the Applied Giving Matching Gift Programs?

Please contact Community_Affairs@amat.com or Michele_Walker-Moak@amat.com.

Who is YourCause?

YourCause provides web-based tools that empower and connect individuals and companies with non-profit organizations (NPOs). YourCause is the vendor selected by Applied Materials to provide electronic donation services, including a dedicated and secure website for making charitable donations and managing volunteer activities.

Who is United Way Worldwide?

United Way Worldwide (UWW) partners with YourCause and oversees the donor advised fund that manages Applied Materials’ credit card processing for charitable donations. They also research organizations to ensure they meet program qualifications.

Employees select eligible charities to which they would like the UWW Donor Advised Fund to pay. By US law, UWW must have final say on the use of donations from employees and the Applied Materials Foundation, but it will make every effort to respect the recommendations of the employees when directing the Foundation matching dollars.

MANAGING YOUR ACCOUNT

How do I change personal settings?

To update your personal settings, simply go to the top toolbar and click on the tab with your name on it. Select 'Settings' and you will be able to select your preferred language for the platform. Employer-provided information (such as your name) can only be updated through your company's Human Resources Department.

How can I view my donation history?

To view your past donations, go to the 'Give' tab and click on 'Donation History.' The donation history provides payment details on the status of your donation, matching funds as well a year-to-date summary of all donations made during the current calendar year.

Scheduled donations refer to funds deducted during a recurring or one time payroll donation. They will be processed during your company's next processing cycle. This is monthly. If you have stopped an active payroll deduction, funds that were deducted before the cancellation will be processed out in the next cycle.

In-Process donations are all donations that are currently going through a processing cycle. You can click on the status of each donation and view more detailed information. Donations will remain active until both the transaction status and match status (if applicable) are complete. Once complete, you can find these donations in the Donation History.

CHARITY INFORMATION (SEARCH, SUGGEST AND UPDATE)

What type of organizations can I support through the Employee Giving Program?

To receive matching dollars, you can only contribute to those nonprofit organizations that have a US 501(c)(3) tax-exempt status or international charities that meet 501(c)(3) Equivalency Determination Requirements. United Way Worldwide with the assistance of YourCause provides vetting services to determine which non-US charities meet these equivalency standards.

Will all funds be distributed directly to my selected charity?

All funds will be distributed directly to US-based charities. Some charities based outside the US have chosen to have funds distributed through a US-based charity. This US-based charity acts as an intermediary and has agreed to forward funds to the non-US-based charity. The names of the intermediary and the non-US-based charity are both listed on the donation summary page during the donation process. For more information about how intermediaries work, see the International Donations section of the FAQ.

What is the process for adding a charity or school to the database?

To add a charity or school to the database, a formal charity request will need to be made through Applied Giving. Please click on the help tab in the top right corner of the screen and then select "suggest a new org." Once the request is submitted, your charity will be added to a list for internal review and you will be notified of the status.

How can I search for a charity?

To search for a charity, type in the legal charity name in the top right search box and then click on the magnifying glass image. Please note that organizations that do not meet Applied Materials Matching Gift Guidelines will not be found in the Applied Giving database. To narrow your search, use the Filter option.

I can't find a charity, what do I do?

Try narrowing down your search. Click the magnifying button on the top right hand of the screen to go to the search page. Then, use the filter options to narrow down your search by keyword or country. You can also filter by organizations accepting donations, charity page details, and locations served (vs. physical location). Make sure to remove all punctuation and abbreviations when you type in the name of the charity. If you still can't find the charity, click on the help link for customer support.

To add a charity or school to the database, a formal charity request will need to be made through Applied Giving. Please click on the help link and then select suggest a new organization.

If the organization is a US 501(c)(3) and meets matching guidelines, the charity will be added in 5-10 days. US-based suggested charities that meet matching guidelines, but require vetting, will be reviewed weekly to determine course of action. The employee suggesting the charity will be informed of the vetting process which can take 6-12 weeks. The employee must make a minimum \$100 donation for it to be submitted for official vetting. (Cause Card donations are ineligible for vetting process.)

For organizations based outside the US, Applied will review all suggested charities on a monthly basis in an effort to continually increase our international offerings. Employees will be notified if their charity is selected and available in the system.

What happens if the charity I made a gift to has been disbanded or is no longer accepting donations?

In the event that your selected charity ceases to meet company eligibility requirements, or is flagged as an organization involved in terrorist activities, or no longer maintains a valid address or phone number, your pledge will be cancelled and any funds already collected on your donation may be redirected to a new charity designation. Please contact customer support for further details at 1-866-751-6031 or amat-support@yourcause.com.

How can I verify I have chosen the right charity – they all look the same?

Many charities share the same or similar names which can make it difficult to clearly identify each one. For this reason, the city, state and zip code for each charity appears directly beneath the charity name. If you need further information to distinguish a charity, click on the view page link to the right of the name. This will display further details about the charity to help you determine if it is the correct one to which you wish to donate.

How do I know if a charity is legitimate and does not support terrorist organizations?

When a charity is suggested to the Applied Giving platform, the nonprofit status of the organization is verified with the Internal Revenue Service (IRS). Each suggested charity is also referenced against the Office of Foreign Assets Control (OFAC) list at the Department of the Treasury before becoming part of the tool.

How will I know when my suggested charity or school has been added?

You will receive an email informing you when the charity has been added to the database. For internationally-based charities, each suggested charity will be reviewed monthly. A select group of charities

will be added after they have met 501(c)(3) Equivalency Determination. Following an extensive review of the suggested charity or school, an email will be sent informing you when it has been added to the database.

MATCHING INFORMATION

How does Applied Materials decide which charities are matched?

Applied follows a set of matching guidelines, listed below.

Employee Giving Program

The Applied Materials Foundation will match an employee's eligible personal financial donations up to USD \$2,000 per employee per calendar year. (See process details below.) Matching gifts are available throughout the year for eligible nonprofits and schools listed in the *Applied Giving* database that meet the following criteria:

✓ **US nonprofit organizations**

Nonprofit organizations must meet the matching gift criteria and have tax-exempt 501(c)(3) public charity status from the United States Internal Revenue Service (IRS) and are eligible to receive charitable gifts from the program processor, United Way Worldwide.

✓ **US public and private schools**

In the US, most kindergarten through 12th grade public or private schools are eligible for matching gifts. Public schools are those listed with the US Department of Education. Private schools must be a registered IRS 501(c)(3) nonprofit with a non-discriminatory admissions policy.

✓ **International NGOs**

Non-governmental organizations (NGOs) must meet 501(c)(3) Equivalency Determination Requirements and meet the matching gift criteria detailed below. United Way Worldwide conducts equivalency determination processing of NGOs as directed by Applied Materials.

✓ **International public (government) and private schools**

Outside the US, elementary schools (primary) through high schools (secondary) that meet public school definitions or IRS 501(c)(3) Equivalency Determination Requirements are eligible for matching gifts. Schools must be non-discriminatory and offer an opt-out policy for religious courses.

The following types of organizations are specifically **excluded** from the matching gift opportunity:

- Nonprofit organizations or NGOs that do not have a nonprofit status (501(c)(3) or (501(c)(3) Equivalency Determination.
- Schools that do not have a nonprofit status (501(c)(3) or (501(c)(3) Equivalency Determination.
- Organizations that discriminate and refuse services based on race, color, national origin, ancestry, religion, age, sex (including pregnancy, childbirth or related medical conditions), sexual orientation,

gender identity, marital status, physical disability, mental disability, medical condition, genetic information, family care leave status, veteran status, or on any other basis prohibited by law.

- Communities of faith or religious organizations, including seminaries, theological institutions, and nonprofit organizations that promote or serve specific religious beliefs or are registered as a religious organization under the IRS tax code.
- Organizations that are not listed in the *Applied Giving* platform.
- Organizations that require matching funds be paid through an organization that is not eligible to receive matching donations (for example, religious organizations accepting donations on behalf of local Boy Scout troops).
- Higher education organizations such as universities or foundations associated with specific universities or institutions of higher education as well as scholarship funds and programs supporting higher education (post-secondary)
- Foundations and other organizations that re-grant or distribute funds to individuals or organizations that are not eligible for matching funds per Applied Materials' guidelines.
- Organizations included on the Department of Treasury's Office of Foreign Assets Control (OFAC) list, supportive of subversive activities or involved in geopolitical destabilization efforts.
- Organizations that promote or support ideas and issues viewed as detrimental to the common good and/or the Applied Materials Foundation's reputation in the community.
- Organizations or projects that may be deemed controversial.

The following types of contributions are specifically **excluded** from the matching gift opportunity:

- Grants to individuals.
- Political contributions.
- Membership fees (clubs, organizations supporting hobbies, fraternal or social groups or professional/academic/alumni associations).
- Contributions that offer the giver or family member personal benefit. Examples include: dues, subscriptions, fees, tuition, tickets, dinners and sports team membership (youth and adult).
- In-kind contributions (goods and services)

In addition, employees making donations to United Way **may not** combine the match with their personal gift toward qualification as a United Way "pillar" member or leadership giver.

The Applied Materials Foundation reserves the right to modify, suspend, or terminate the matching program with Applied Materials employees at any time without advance notice.

Volunteer Time Grant Program

The Volunteer Time Grant Program recognizes Applied Materials employees who volunteer in communities around the world. Through *Applied Giving*, employees can track the hours they spend volunteering on personal time with nonprofit organizations, Non-governmental Organizations (NGOs) and schools and request up to USD \$400 per calendar year in volunteer time grants.

Program Features:

- Payouts for the Volunteer Time Grant (VTG) program occur on a quarterly basis. Quarters are based on the calendar year to coincide with the US tax year.
- Employees who log 10 or more hours of personal volunteer time in the *Applied Giving* platform are eligible to receive one USD \$100 Volunteer Time Grant per quarter. Volunteer Time Grants are paid out using Cause Cards, a virtual credit in the *Applied Giving* platform. At the end of each quarter all employees who have logged 10 volunteer hours will automatically receive a Cause Card link via email with directions on next steps.
- You can direct the Cause Card, as a donation, to any eligible charity in the *Applied Giving* platform, not just the charities where you volunteered.
- Hours volunteered must be tracked via the *Applied Giving* online platform.
- Employees can receive one USD \$100 Cause Card per quarter (up to four Cause Cards totaling USD \$400 per calendar year) in recognition of the time you donated as a volunteer.
- Hours do not roll over quarter to quarter, so mark your calendar to ensure you meet the quarterly deadlines to log hours. They are:
 - Q1 log volunteer time for Jan – March **Deadline: March 31**
 - Q2 log volunteer time for April – June **Deadline: June 30**
 - Q3 log volunteer time for July – September **Deadline: Sept. 30**
 - Q4 log volunteer time for October – December **Deadline: Dec. 31**

What qualifies as volunteer time?

All of the following criteria must be met to qualify for Volunteer Time Grants:

1. An employee gives freely of his or her time and talents for the benefit of others without getting paid for the time.
2. Hours must be volunteered with and directly benefit nonprofit organizations, NGOs, and public or private schools. Hours volunteered to support disaster-relief efforts organized by local governments are also eligible.
3. Volunteering must be done on personal time and not on company time.

What does not qualify as volunteer time?

- Hours spent supporting an employee’s personal athletic training and participation in sports events (i.e. running in a charity race).
- Hours volunteered with religious, political and fraternal organizations are not eligible under this program.

Processing -- All donations and matching gifts will be sent to United Way Worldwide (UWW) Donor Advised Fund. UWW and YourCause will make every effort to direct employees’ donations and Foundation matching dollars to the eligible public charities designated by employees. For tax purposes, UWW must have final say on the use of donations from employees and the Applied Materials Foundation.

How much of my gift will the Applied Materials Foundation match?

The Applied Materials Foundation will match an employee's personal financial contributions up to USD \$2,000 per employee per calendar year to eligible organizations. Full-time employees can "draw" upon their individual employee matching funds anytime during the calendar year until the USD \$2,000 limit is reached. (Employees located outside the US have until June of the following year to submit a match request.) Employees can manage their USD \$2,000 matching and decide what percentage of each donation they would like to be matched. In some cases, you may opt not to match a donation. To determine if your gift is eligible for matching, please refer to the Applied Materials Matching Gift Guidelines. Applied Materials reserves the right to modify, suspend, or terminate this program at any time without advance notice.

When can I request matching funds on Applied Giving?

Matching funds of USD \$2,000 per employee per calendar year are available for eligible gifts. When making your contribution on Applied Giving, you can elect to match your donation. You can change the level of the match, or decide not to use matching funds at all. Employees can "draw" upon their individual employee matching funds anytime during the calendar year. (Employees located outside the US have until June of the following year to submit a match request using the offline matching feature.)

Matching funds are paid out to recipient organizations on a monthly cycle. There is a lag time with pay out due to processing. Your credit card donations along with the match will be distributed 35 days after the close of the month in which the donation was made (i.e. credit card donation made in December will be distributed with the match by February 5.)

Who is eligible to participate in the Applied Materials Matching Gift Programs?

All full-time employees are eligible to participate in the Applied Materials Employee Giving Program and Volunteer Time Grant Program.

To access Applied Giving, employees located outside the US will need to access the "joingiving" intranet site and opt-in to the employee giving program. Once you have elected to participate, you will be sent an email with a link to access the Applied Giving site.

Are matching funds distributed to NGOs in US dollars or in local currencies?

Grant payments are distributed in US dollars (via ACH or wire payments) and they settle to the recipient organization in their local currency as long as the local currency is traded. ACH payments are converted at the "fed spot rate" on the day the transaction settles. Wire payments are converted at the bank rate quoted on the date the wire is initiated.

To see a list of countries whose currencies are *NOT* traded, see:

http://en.wikipedia.org/wiki/Foreign_exchange_controls#Current_countries_with_foreign_exchange_controls).

VOLUNTEERING

Why should I log my volunteer hours?

There are several reasons you should log your volunteer hours in the Applied Giving tool:

- Allows you to earn up to USD \$400 per year in charitable grants (Cause Cards) for the eligible non-profit of your choice.
- Helps us compile statistics of all the volunteer hours Applied Materials employees give.
- Facilitates the Company's recognition of employee volunteerism.

How does the program work?

- Volunteer 10 hours of time during one quarter within the calendar year to any eligible organization or primary and secondary schools and have a USD \$100 grant (Cause Card) sent to any eligible non-profit listed in the Applied Giving database.
- Hours volunteered must be tracked via the online Applied Giving site.
- Volunteering must be done on personal time.
- Each employee is eligible to receive one grant per quarter within a calendar year.

What volunteer hours are eligible?

- Hours must be volunteered on personal time.
- Only hours volunteered between Jan 1 and Dec 31 of a single year are allowed.
- Hours must directly benefit a non-profit, school, or disaster relief effort organized by local governments.
- Hours spent supporting your personal athletic training and participation in sporting events are not eligible for the program (i.e. running in a charity race).
- Hours spent supporting religious or political organizations are not eligible for the program.

What organizations qualify for a Volunteer Time Grant?

While you can log personal volunteer hours for most nonprofits and schools (excluding religious and political), you can only designate your Volunteer Time Grant or Cause Card to eligible organizations listed in the Applied Giving database.

How do Cause Cards work?

- Log the volunteer hours you donate to eligible organizations.
- If you have logged ten volunteer hours per quarter (calendar year), you will receive a quarterly email notification that you qualify for a Cause Card. You will need to log onto the Applied Giving site (type 'giving' in your browser) to redeem your Cause Card. You can select any charity in the tool to receive the USD \$100 grant.
- You may receive up to four Cause Cards per calendar year (USD \$100 per quarter or USD \$400 total).

How do I log my volunteer hours?

You can log your past and upcoming volunteer events and service hours by going to the 'Volunteer' tab, clicking on 'Log/View Hours' and clicking 'Log New Hours'. The quarterly deadlines to enter volunteer hours are March 31, June 30, September 30, and December 31.

Can I search for volunteer opportunities?

Yes, go to the 'Volunteer' tab and click on 'Search Events'. You can narrow down your search by using filters.

Does the USD \$400 match cap count against my matching limit for the Employee Giving Program?

No. The Applied Materials Employee Giving Program has a separate matching limit for all employees. The USD \$400 limit per employee per calendar year only applies to volunteer activities.

What if I volunteer for a few hours each week, how do I record my hours to be matched?

The way in which you choose to record your hours is up to you. However, only employees who have volunteered at least 10 hours of personal time per quarter will receive the match. You can choose to record your hours after each volunteer activity, or you can record a lump sum of hours at the end of the quarter for all of your volunteer activities. If you log at least 10 hours per quarter, at the end of each quarter

(March 31, June 30, September 30 and December 31) you will automatically receive an email telling you that you qualify for USD \$100 Cause Card that you can redeem in the tool.

When will the volunteer matching funds be distributed to my organization?

All approved volunteer matching funds will be distributed 35 days after the close of the month in which the Cause Card was redeemed. The distribution is on the same monthly schedule as the Applied Materials Employee Giving Program distribution.

What's the difference between Company Time and Personal Time?

Company Time refers to any volunteer activity that occurs during office hours. Personal Time refers to volunteer activities that happen during non-work hours. If you volunteer during your lunch hour, that counts as personal time.

GIVING

How does the Employee Giving Program Work?

All full-time employees can receive matching funds from the Applied Materials Foundation through the Employee Giving Program. Employees can “draw” upon their individual employee matching funds anytime during the calendar year. The Employee Giving Program matches employee charitable donations to eligible organizations as well as primary and secondary public schools up to USD \$2,000 per calendar year.

Can I give money to more than one charity?

Yes, you can give to one or many approved nonprofits listed in Applied Giving. You can make multiple pledges to each nonprofit of your choice. Please note that only nonprofit organizations and schools that are eligible for matching funds under the Applied Materials Matching Gift Guidelines will be included in Applied Giving.

Can I give money to myself or for personal earnings?

No, all funds go directly to selected 501(c)(3) IRS-registered charities or organizations that meet 501(c)(3) Equivalency Determination Requirements.

Will 100% of my deduction be sent to the charity that I choose?

Yes, 100% of your contribution will go to the nonprofit agency of your choice. All transaction and processing fees associated with making a donation and disbursing the funds are covered by Applied Materials, Inc.

Note: Some US intermediaries deduct a processing fee from a donation to cover the cost of distributing funds to a partner charity outside the US. To determine if a fee is charged, visit the intermediary's website for more information.

Can I make an anonymous donation?

Yes, simply select the ‘make this donation anonymous’ box when completing your online donation. When the charity receives the gift, the donor recognition report will simply say "anonymous" in the donor column.

Will I receive a tax-deductible receipt once the donation has been made?

When you make a credit card donation in the platform, a donation receipt will be automatically emailed to you. The receipt will be from United Way Worldwide, a US 501(c)(3). Receipts for all payroll and credit card

donations can be found in your donation history. Please check with your local tax authority to review if you are eligible to receive tax credit for your donation.

Can I designate a specific department or program within my charity/school selection?

Yes, you can designate a specific department or program within your charity that you would like to receive your gift. After selecting your charity/school, select add designation where you can input where you would like to designate this gift.

What gift payment options are available?

Donations can be made at any time of the year, but the online giving options vary by location. All employees can make one-time gifts via credit card. US employees can also sign up for recurring payroll donations. Employees outside the US can donate directly to a charity and request a match in the Applied Giving platform, using the offline match request form. US employees can request a match for charitable donations of fully-owned stock to eligible charities.

Can I support a person who is participating in a fundraising event i.e. bike ride, bowl-a-thon, triathlon?

The platform is not ideal for supporting individuals who are fundraising for events, but we can facilitate a donation. To support someone in an athletic event, you should make the donation to the organization or charity and write the event and person's name in the designation line. Donations must be made through Applied Giving to receive matching dollars. We recommend sharing proof of your donation with the person you are supporting so he/she can report it to the organization. Please let your designee know the payout timeframe for the donation. Credit card donations and the match will be distributed within 35 days of the close of the month in which the donation was made. (i.e. credit card donation made in December will be distributed around February 5.)

What if I want to make a one-time donation or contribute to a disaster relief fund?

You can make a one-time credit card donation to a charity or disaster relief fund at any time. When a special disaster relief campaign is available, we will be sure to post information and details on Applied Giving.

What if I leave the company?

Once you leave the Company, your donation history and HR file in Applied Giving will no longer be accessible.

Can I get a refund on a donation I made to a charity?

All employee donations and matching gifts are sent to a donor advised fund overseen by United Way Worldwide (UWW). UWW will make every effort to direct employees' donations and Foundation matching funds to the eligible public charities designated by employees, however, UWW will not issue refunds. For tax purposes, UWW must have final say on the use of donations from employees and the Applied Materials Foundation.

INTERNATIONAL DONATIONS

Why do I have to opt-in to Applied Giving if I work outside the US?

Applied Materials adheres to the strictest data privacy protection standards. If you work outside the US and want to participate in Applied Giving, you must first give consent for the Company to share your work contact and location information with the platform provider, YourCause. To give consent and gain access to Applied Giving, type “joingiving” in your browser and join the community. The opt-in process is a one-time event. Once you have opted in, you will receive an email confirmation (within seven business days) with a link to access the Applied Giving platform where you can make a donation, log volunteer hours and request matching donations.

You can opt-out of Applied Giving at any time. To opt-out, return to the “joingiving” site and click on the opt-out link. **Note:** Once you opt out, you cannot rejoin Applied Giving until January of the next calendar year and all of your giving history and identifying information in the platform will no longer be available.

What giving options are available to me if I work outside the US?

Employees located outside the US will have two options for making donations and requesting matching funds from the Applied Materials Foundation: credit cards and Request a Match.

1. Credit Card Donation

If you choose to make a credit card donation through the Applied Giving platform, a receipt from United Way Worldwide (UWW) will be available in your donation history. UWW is a US-based 501(c)(3) non-profit, which may not be recognized in your country for tax purposes. You should check with your tax advisor regarding your personal tax situation.

2. Request a Match

Employees outside the US have an option of making a donation directly to an eligible Non-Governmental Organization (NGO) and requesting matching funds from the Applied Materials Foundation. Charities eligible for matching funds must be approved and listed in the Applied Giving platform. Requesting a match allows you to give directly to your selected charity and may enable you to receive a tax benefit for your charitable donation. This option is only available for employees located outside the US.

How to Request a Match:

- Search for an eligible organization in the Applied Giving database.
- Once you have located an organization in the database and confirmed that they are accepting donations, contact the organization to make your donation directly and request a receipt. **Do not make a credit card donation within the Applied Giving platform if you are making a gift directly to an eligible organization.**
- Once you have received a receipt from the organization, scan it and save it as a JPEG, PDF, XLS, PPT, or Outlook message.
- Go to the ‘Give’ tab on Applied Giving and select *Request a Match*.
- Follow the steps to Request a Match by recording your donation information. Upload the receipt into Applied Giving when prompted to do so.
- There is a minimum donation requirement of USD \$25 per organization to be eligible for the match.
- Request a Match donations will be reviewed by Global Community Affairs on a monthly basis. If approved, matching funds will be distributed 35 days after the close of month in which the request was approved.

For questions, please contact amat-support@yourcause.com.

What credit cards can I use?

Credit card payment options include Visa, MasterCard, American Express, Discover and Pay Pal. If you would like to pay in a currency other than US dollars, then only Visa and MasterCard are available.

Can I donate using my local currency?

All Applied Giving donations are calculated in US dollars; however, the platform provides a currency converter that allows you to easily calculate the donation equivalent in your local currency.

Are matching funds distributed to NGOs in US dollars or in local currencies?

All donations and matching funds will be paid in US dollars at the current exchange rate in effect the day the funds are distributed.

When is the deadline to upload the tax receipt and request matching funds?

You can upload tax receipts for charitable donations made to eligible charities and Request a Match until June 1 of the year after the donation was made. The matching funds will be applied toward your annual match amount in the calendar year when you made the donation. (For example, if you made a donation directly to an NGO in May 2014 and received and uploaded the receipt in February 2015, the match will be counted toward your 2014 match allotment.)

Some of the NGOs in the Applied Giving database use US-based intermediaries. How will my NGO receive my donation using an intermediary?

Some NGOs have elected to receive funds using a US-based intermediary that accepts funds on their behalf and then distributes the funds to the local charity. Be aware that some intermediaries may charge a processing fee. Fees can vary depending on the donation amounts, distribution timelines, as well as forms of payment. Fees are also subject to change over time. You should check the intermediary's website for fee information or call the organizations to get the latest and most accurate information.

How will international donations be distributed to NGOs?

The initial payment to an NGO will be made via wire.

Where can I find a list of NGOs outside the US that are eligible to receive matching funds?

To check for current eligible charities, use the search field in the Applied Giving platform. You can refine your search by country to isolate the available charities in your area. If you still have problems locating your charity, contact customer support at amat-support@yourcause.com.

GIFT DISTRIBUTION AND TAX RECEIPTS

Is my gift tax deductible?

All of the agencies listed in the Applied Giving database are designated 501(c)(3), non-profit, tax exempt organizations or they meet 501(c)(3) Equivalency Determination Requirements. Please check with your tax advisor regarding your personal tax deductibility situation before making any decisions.

How long will it take for my charity to receive my donation and the match?

Your credit card donations along with the match will be distributed 35 days after the close of the month in which the donation was made. (i.e. credit card donation made in Dec will be distributed with the match by February 5.)

How will the charity acknowledge my gift?

Charities will receive the check with the donation and the match along with instructions on how to access detailed donor information. Once the gift is distributed to the organization, it is the responsibility of the organization to acknowledge the donor.

Is there a receipt that I can use for tax purposes when my gift has been fulfilled?

You will be emailed a receipt for credit card donations from United Way Worldwide, a US-based 501(c)(3) nonprofit. Receipts for payroll deductions can be found in the platform under your donation history. Consult a tax advisor to see if your local tax laws allow US tax receipts for tax benefit purposes.

CREDIT CARDS**When will I receive a receipt for my credit card donation?**

You will receive a receipt via email within a few minutes of your transaction. The receipt will be from United Way Worldwide a US 501(c)(3). A receipt will also appear in your donation history. Please check with your local tax authority to review if you are eligible to receive tax credit for your donation.

Where do I enter credit card details during the pledge process?

Applied Giving will not ask for the credit card details until you are ready to complete your pledge(s). To get to the credit card details page, you must first submit your pledge(s). The following page will be the credit card details page where you will enter all credit card and billing information.

How am I protected against fraudulent use of my credit card?

In the event of the unauthorized use of your credit card, you must notify your credit card provider in accordance with its reporting rules and procedures. You should also contact Applied Giving Customer Support to report the questionable charge to amat-support@yourcause.com or by calling 1-866-751-6031.

I am having trouble using my credit card. What should I do?

Your credit card may be declined for a number of reasons. First you should make sure that you are using an accepted card type. When entering your credit card information, make sure to enter your full card number with no spaces or special characters and the correct expiration date. Be sure to enter the security code as well. Also, make sure the address listed matches the billing address for your credit card as it will be verified.

If all of the information is being entered properly, and you continue to encounter problems, please feel free to contact the Applied Giving support staff. Simply click on the Help link in the upper right corner of the screen to contact a customer service representation or call 1- 866--751-6031 and a representative will be happy to assist you.

What payment methods are accepted?

Credit card payment options include Visa, MasterCard, American Express, Discover and Pay Pal. If you would like to pay in a currency other than US dollars, then only Visa and MasterCard are available.

STOCK GIFTS

Can I make a donation and request matching funds using my Applied Materials stock?

The Applied Materials Foundation will match US employee's eligible personal charitable donations up to USD \$2,000 per employee per calendar year. This includes fully-owned stock donations made to charitable organizations. Below are step-by-step instructions on how to process a gift transfer to a charitable organization and request matching funds from the Applied Materials Foundation:

To Get Started:

1. Select your nonprofit and confirm that the organization is eligible to receive matching funds in agreement with the Applied Materials Foundation Matching guidelines. To do this, type “giving” into your browser and search for your organization in the Applied Giving platform. Go to your organization’s page and ensure that the organization is accepting donations. The “donate now” button will be available. If you cannot locate your desired organization, select the Help link at the top of the page or contact customer support.
 - a. Contact Applied Giving customer support at amat-support@yourcause.com or call 1-866-751-6031.
2. Confirm that you are not in a “blackout period” and are free to make a gift transfer to a third-party. You should receive an email from Legal notifying you when you are in a blackout period, but if you have any questions, contact Tom Larkins at (408) 986-7700, Christina Lai at (408) 563-0164 or Yvonne Leyba at (408) 986-7988.
3. Next, contact UBS Silicon Valley Investment Group (SVIG) in San Jose, Calif., to initiate the gift transfer.
 - a. Contact SVIG via phone at +1-408-282-8481 or via e-mail at svg@ubs.com
4. If needed, consider consulting with your tax advisor to determine any tax consequences/implications of donating shares.
5. Provide SVIG with a signed letter of authorization with the following information (**example following instructions**):
 - a. Employee Name, ID number, and account number
 - b. Instructions of where the shares will be transferred:
 - i. Firm Name
 - ii. DTC Number (DTC numbers for receiving firms can usually be found online or by contacting the recipient financial institution.)
 - iii. Account Name
 - iv. Account Number
 - v. Contact at firm to confirm receipt of the transfer (optional)
 - c. Table indicating which shares are to be transferred:
 - i. Benefit Plan (RSU, ESPP, RSA, etc.)
 - ii. Grant ID
 - iii. Date of acquisition
 - iv. Cost Basis
 - v. Number of shares available within the specific grant
 - vi. Number of Shares to be transferred from specific grant
 - d. Sign the letter of authorization

6. Provide the signed letter of authorization to SVIG via scan and email to svig@ubs.com or via fax to +1-855-282- 0665
7. SVIG will confirm receipt of the letter and will verbally verify instructions with the employee.
8. SVIG will process the transfer (please allow 3-5 business days for processing). SVIG will confirm with the employee once the transfer has been completed by UBS.
9. Once the transfer is completed the receiving nonprofit should issue a receipt for the donation. As soon as the receipt becomes available (preferable within 30 days), send a scanned copy to Global Community Affairs, Michele_Walker- Moak@amat.com, stating your desire to have the donation matched. The dollar donation will be calculated by using the share value at the close of market on the date the shares were received by the organization, as indicated on the receipt.
10. Community Affairs will confirm that you have funds available in your matching account and enter the request in the Applied Giving platform. Community Affairs will confirm the submission with you. Matching funds will be distributed within 35 days after the close of the month in which the request was submitted into the system.
 - a. *Questions regarding the employee giving and matching programs should be directed to Michele_Walker- Moak@amat.com.*
 - b. *Questions on stock donations should be directed to SVIG via phone at +1-408-282-8481 or via e-mail at svig@ubs.com*

DATA SECURITY AND PRIVACY

Will my information remain private?

Every profile in the community is automatically set to private. This means that no one will be able to see your profile or the actions you take within the Applied Giving platform. In addition, Applied Materials adheres to the strictest international data privacy laws regarding your personal data. If you leave the company or no longer wish to participate in Applied Giving, all of your giving history and identifying information in the platform will be erased.

Is my donation transaction secure?

We use industry-leading Secure Socket Layer (SSL) technology to keep your personal information as secure as possible. We protect your information by working with partners that provide a secure and safe environment for credit card donations.

FEEDBACK, SUGGESTIONS, BUG REPORTING

I have a suggestion for the site. Where can I send it?

Please email amat-support@yourcause.com to send your feedback and suggestions.

Help! Something isn't working.

Report the issue at amat-support@yourcause.com or reach us by phone Monday-Friday 7am-7pm (CST) at 1-866-751-6031.

Monday-Friday 7am-7pm (CST)
1-866-751-6031



amat-support@yourcause.com