



## Important Information About the Microsoft Employee Giving Program

Microsoft is deeply committed to helping nonprofit organizations and schools do more and achieve more. In July 2015, administration of the **Microsoft Employee Giving Program** will transition from two separate online systems (JK Group/Easymatch and Volunteer Manager) to one consolidated online system provided by Benevity. The goal is to ensure a streamlined process and excellent experience for nonprofit organizations and employees.

As a past recipient of donations from Microsoft, there are a couple of steps you will need to take in order to remain eligible for the program. To confirm your eligibility for the Microsoft Employee Giving Program, you must fully activate your Charity Profile at the [Benevity Causes Portal](#).

[Register Now](#)

Here are the registration steps required on your part:

### 1. Requires Action: Register Your Charity

- Visit [causes.benevity.org](https://causes.benevity.org) and find your organization in the search field. Click 'Register Your Charity', fill out your information and click 'Submit'.

### 2. Requires Action: Verify Your Organization

- As you might expect, Benevity's clients – including Microsoft – require that we verify the identities of all recipient organizations in our portal. Once you register your Charity Profile, we'll ask you to email or fax us two confirmation documents.

### 3. Requires Action: Self-Certification

- Many of Benevity's clients – including Microsoft – require charities to self-certify against common eligibility requirements to qualify for inclusion in their giving or matching programs. After signing in to your Charity Profile, click 'Certification' in the left navigation.

### 4. Requires Action: Electronic Donation Payments

- Click 'Donation Method' in the left-hand navigation to set up electronic disbursements.

[Detailed instructions on how to complete each step can be found here](#). Once all of these steps are complete, your organization will be eligible to receive employee donations and matching funds through the Microsoft Employee Giving Program.

## What's Different?

Here are key details about the transition:

#### Disbursements:

- Disbursements will be issued monthly.
- Donations will be disbursed by Benevity's donor advised fund partner, the American Endowment Foundation.
- We encourage you to set up direct deposit.
- Starting in August 2015, the checks\* you receive for Microsoft Employee Giving Program donations will be from "The Benevity Community Impact Fund, a Fund of the American Endowment Foundation".

*\*Please note the final quarterly check disbursement from JK Group/Easymatch is scheduled to occur in July/August 2015.*

#### Causes Portal:

- Donor reports showing giving and volunteer matching will be available for each disbursement online at the Benevity nonprofit portal (called the "Causes Portal") at <https://causes.benevity.org>.
- You'll be able to add photos and information about your organization on your cause page to showcase your work.

#### Program Changes:

- Microsoft is eliminating matching minimums! Every qualifying dollar donated and hour volunteered is eligible for match, up to \$15,000 per calendar year for each US employee.
- Microsoft employees will have more flexibility to give via payroll and recurring credit/debit card donations made through the Benevity system.
- Microsoft increased their volunteer time match to \$25 per hour and launched the Tech Talent for Good volunteer program in February.
- Nonprofit support will be handled by Benevity via [causes@benevity.org](mailto:causes@benevity.org).

## Already Registered At Benevity?

Great! Log in to your Charity Profile at the Causes Portal. Make sure that you've verified your organization, and double check that you've fully completed the Self-Certification Declaration.

## Want to Know More?

If you have any questions about the Microsoft Employee Giving Program, or require assistance registering your organization, please contact our Charity Relations team at [causes@benevity.org](mailto:causes@benevity.org).