

# Caterpillar Foundation 2:1 Giving Tuesday Match

## Frequently Asked Questions

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### 2:1 GIFT ELIGIBILITY & DEADLINES

- 1. Is there a minimum or maximum donation amount for the 2:1 Giving Tuesday match?**

The gift minimum is \$25 USD. Each Caterpillar participant may enter up to \$750 USD in donations in the online system to be matched at a 2:1 ratio up to \$1,500 USD. Eligible gift dates include November 15 through November 30, 2021.

- 2. What is the deadline to enter match requests for the 2:1 Giving Tuesday match?**

Eligible gift dates include November 15 through November 30, 2021. The match request must be submitted in the Caterpillar Cares portal **by November 30, 2021 at 11:59pm CST to be eligible.**

The charity must then confirm your match request in our online system **by December 15, 2021 at 11:59pm CST** to be considered eligible for the 2:1 match. If the charity does not successfully confirm your match request by the December 15, 2021 date, it will be converted to a standard 1:1 match.

- 3. Can I donate to multiple charities and have multiple gifts matched 2:1?**

Yes, you can apply for matches to multiple charities in the online system. There is no limit to the number of charities. The gift minimum per charity is \$25 USD. You can apply for up to \$750 USD in our 2:1 Giving Tuesday Matching Gifts Program portal that would be matched at a 2:1 ratio up to \$1,500 USD.

- 4. What should I do if I make donations November 15 through November 30, 2021 that exceed the 2:1 Giving Tuesday program cap of \$750 USD (to be matched up to \$1,500 USD)?**

You can submit up to \$750 USD in our 2:1 Giving Tuesday Matching Gifts Program portal that would be matched at a 2:1 ratio up to \$1,500 USD. Then, if you still have a remaining balance available through our standard year-round 1:1 Matching Gifts Program (that has a \$10,000 USD cap), you can submit a match request through the 1:1 program for the remainder of the donation(s).

### QUESTIONS

 [Matching\\_Gifts@cat.com](mailto:Matching_Gifts@cat.com)

 [caterpillar.com/matching-gifts](http://caterpillar.com/matching-gifts)

Example: If you make a \$1,000 USD gift to American Cancer Society on November 15, 2021, you can enter a match request for \$750 USD in the 2:1 matching portal (to be matched 2:1 at \$1,500 USD) with gift date of 11/15/2021. You can then apply for a second match request in the 1:1 matching portal for the remaining \$250 USD (to be matched at \$250 USD) also with the gift date of 11/15/2021. That would ensure \$1,000 USD gift is matched at \$1,750 USD.

**5. I donated more than \$750 USD during this limited-time 2:1 Giving Tuesday timeframe to multiple charities. Am I able to have a portion of each of my gifts matched so they all benefit from the program?**

Yes, in the online system you can decide the match amount you would like allocated to each of your registered gifts. It is up to each eligible Caterpillar participant to decide which of their charitable contributions they would like to have matched each year.

For example, if on November 15, 2021 you gave \$600 USD to Big Brothers Big Sisters and \$600 USD to the American Heart Association, you could request that \$375 USD of your Big Brothers Big Sisters gift is matched, and \$375 USD is matched to the American Heart Association to stay within your \$750 USD 2:1 limit that would be matched at \$1,500 USD. You can also apply for a 1:1 match following the instructions in FAQ #4.

**6. Are all currencies eligible for matching?**

Donations must be made directly to the charity using any currency accepted by the charity. When registering for a match to a non-US charity on the Matching Gifts website, you can indicate what currency was used, and the system will convert the amount to U.S. dollars for matching purposes based on the date the gift was made.

**7. Can I collect money from others and register it for matching?**

No, you may only register donations you personally made using your own funds. You may not collect money from others and register it as your own. Other Caterpillar employees are welcome to register their own donations for matching as well. For example, if you run in a race for a charity and have collected donations, you may only register your own donation for matching, not those collected from others.

**8. Is my auction payment, attendance fee, or other similar fees eligible?**

If your donation was required to participate or enter then it is not eligible. Also, if you donated and received something in return, the value of that item is not eligible. The charity will have the opportunity to indicate the charitable amount of the donations when it confirms receipt of your match request. Examples: Auction: If you paid \$500 for an item worth \$300, only the difference (\$200) is considered charitable and eligible for matching. College Athletics: If you donated \$1,000 to your college or university for athletics and receive benefits (such as tickets) you must declare the value of the benefit or item when registering for matching, because that portion is not eligible. Usually the tax receipt provided by the charitable organization will outline the difference for you. If you have any questions, please contact the charity or your tax advisor.

**9. Will the Caterpillar Foundation matching gift follow to my original designation within the charity?**

If your donation was made for a specific purpose (such as a specific program, department, project, and so on) you may indicate that when you register for matching. However, please note that the Caterpillar Foundation's matching payments are **unrestricted**. To inquire on how the match is used, you may follow up directly with the charity.

## CATERPILLAR PARTICIPANT ELIGIBILITY

**10. Who is eligible?**

Eligible Caterpillar participants are limited to global active, full and part-time Caterpillar and Solar employees on Caterpillar payroll, U.S. Progress Rail employees on Caterpillar payroll, U.S. Caterpillar retirees, and Caterpillar Board of Directors. *Caterpillar employees in China; Russia & Kazakhstan and international Progress Rail employees may be eligible in a future phase of the program's development.*

## 11. Who is not eligible?

Ineligible participants include Caterpillar employees in China, Russia and Kazakhstan, international Progress Rail employees, international retirees, contract/agency employees, surviving spouses of Caterpillar employees and retirees.

## CHARITY ELIGIBILITY

### 12. Which charities qualify and are eligible to participate?

The Caterpillar Foundation Matching Gifts Program includes thousands of global charities automatically loaded into our system. Eligible charities are sourced from a variety of global databases to provide a broad list of eligible entities. There are many choices, including health & human service, civic & community, education, environmental, arts and cultural, and more.

To search the system for eligible charitable organizations, you first must log in. Once logged in, use the search tool to find eligible charities. Charities can be selected if they meet some basic tax status criteria. Please note, all organizations and gifts are reviewed on an ongoing basis to determine compliance with guidelines and eligibility for matching. Inclusion in the system is not necessarily a guarantee of eligibility. All organizations must confirm compliance with program criteria to access the Matching Gifts system and participate in the program. Reference question 13 and 14 for more information.

### 13. U.S. payroll employees and U.S.-based retirees: Which charities are eligible?

To search for eligible charities, login to the Caterpillar Cares portal which is linked up directly to the IRS and NCES databases and pulls through eligible options. Eligible charities must be recognized by and registered with the United States I.R.S. as a current 501(c)(3) nonprofit organization (<https://apps.irs.gov/app/eos/>); or accredited public/private preK-12 schools or school districts (<https://nces.ed.gov/globallocator/>). Excluding noted "Ineligible Charities & Gifts" in the full matching gifts guidelines located at [caterpillar.com/matching-gifts](http://caterpillar.com/matching-gifts).

### 14. Employees on non-U.S. payroll: Which charities are eligible?

To search for eligible charities, login to the Caterpillar Cares portal which is linked up directly to the databases below and pulls through eligible options. If you need assistance locating a charity in our database, please email [Matching\\_Gifts@cat.com](mailto:Matching_Gifts@cat.com).

**Australia** – Eligible charities must be recognized by and registered with the Australian Business Register as a DGR Item 1 charity: <https://www.acnc.gov.au/charity>

**Canada** – Eligible charities must be recognized by and registered with the Charities Directorate: [https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request\\_locale=en](https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request_locale=en)

**United Kingdom** – Eligible charities must be recognized by and registered with the UK Charity Commission: <https://www.gov.uk/find-charity-information>

**United States** – Eligible charities must be recognized by and registered with the United States I.R.S. as a current 501(c)(3) nonprofit organization (<https://apps.irs.gov/app/eos/>) or accredited public/private preK-12 schools or school districts (<https://nces.ed.gov/globallocator/>).

**Other Countries** – Eligible charities must be recognized by and registered with the Charities Aid Foundation America (CAFA). [Click here](#) to view a list of registered and eligible CAFA charities by country (as of 11/02/2021).

Please also reference "Ineligible Charities & Gifts" in the full matching gifts guidelines located at [caterpillar.com/matching-gifts](http://caterpillar.com/matching-gifts).

### 15. Which charities are not eligible?

For the full list of restrictions, please review the guidelines above.

### 16. Can I receive a match for a donation to my church?

Houses of worship are not eligible if they are specifically classified by the IRS or other internationally recognized entity as a church. However, other faith-based community service organizations or schools may be considered if they are open to all

individuals in the community regardless of religious belief, service a secular purpose (such as a food pantry, homeless shelter, or education), and does not use the individual donation or resulting match for religious purposes. **If the U.S. charity is classified by the IRS as a church with the specific classification of 170(b)(1)(a)(i), it is not eligible for the program.**

**17. I have had previous donations matched, but now the charity isn't eligible. How is that possible?**

Sometimes an organization may lose its eligibility status due to a penalty, an oversight, or an error on the IRS or International electronic database. Until it is resolved between the charity and the recognized entity, the Caterpillar Foundation is unable to match to the charity. Please note that the Caterpillar Foundation also reviews each gift and charity prior to making a matching payment so it is possible the charity is no longer compliant with the program guidelines.

**18. Does a donation to United Way qualify for the 2:1 Giving Tuesday match?**

Yes, many United Way chapters globally are eligible and approved in the online system and would qualify for the 2:1 Giving Tuesday match.

## ACCESSING SYSTEM / LOGIN

**19. I am getting an error when I try to login. Why can't I access the Matching Gifts System?**

**Current global Caterpillar/Solar employees** should use the Single Sign On link (gray box hyperlink) on the login page to access the site using your CWS ID/Password.

**All Retirees and Progress Rail employees** should use the Standard Log In section to log in as single sign on is not available for this group. If you have never accessed the site, please use the "First Timer User? Create your password" link. *Your Employee ID Number is your Caterpillar/Solar HR ID (formerly known as PeopleSoft ID) or Progress Rail ID.*

**Caterpillar employees in China, Russia & Kazakhstan** and international Progress Rail employees are not eligible at this time. The Foundation is exploring eligibility in a future phase of the program's development.

## CHARITY SUPPORT

**20. What is the deadline for charities to verify the match request in the Caterpillar Cares portal?**

**The deadline to confirm the match request for the 2:1 Giving Tuesday Match is December 15, 2021.** If you do not confirm the gift by this date, it will be converted to a standard 1:1 match (the deadline to verify match requests for the 1:1 program is February 15, 2022).

**21. I'm a charity and I received the match request via email or mail from the Caterpillar participant. What process should I follow to ensure I successfully verify the gift?**

- Please follow the detailed instructions that are emailed or mailed to you to ensure you successfully register as a first-time user or login as an existing user. If registering as a first-time user, you must use the Access Code provided on the form. If you did not receive an access code, please email [Matching\\_Gifts@cat.com](mailto:Matching_Gifts@cat.com).
- Once logged in, please make sure you select the "2:1 Giving Tuesday Match" button in the Confirm Donations section of your home page.
- You will then be asked to provide information on your charity, as well as your ACH details.
- Once the organization information is completed, you will see the match request listed where you can then click on the gift ID and enter the tax-deductible gift amount.
- Please make sure you get to a confirmation page that states you have successfully confirmed the match request.

**22. I'm a charity and I thought I successfully verified the match request I received, but I keep getting reminder emails stating that it is still outstanding. What should I do?**

If you keep receiving reminder emails about an outstanding match request, it means that you did not complete the full verification process. Please log back into the Caterpillar Cares portal, click the "2:1 Giving Tuesday Match" button in the Confirm Donations section and click through all the organization screens until you get to a page where the match request is

displayed. Click on the gift ID and enter the tax-deductible gift amount. Make sure you get to a confirmation page that states you have successfully confirmed the match request.

**23. I'm a charity and when confirming the match request, why am I required to provide ACH information? Are you able to send a paper check instead?**

The Caterpillar Foundation is unable to match donations via paper checks. Our only available form of payment for matching donations is via ACH.

**24. I'm a charity and a Caterpillar participant applied for a match for the same gift in both the 2:1 Giving Tuesday portal and the 1:1 Matching Portal. Is this permitted?**

Yes. Because Caterpillar participants have a 2:1 Giving Tuesday cap that allows them to enter up to \$750 USD in donations to be matched at a 2:1 ratio up to \$1,500 USD, if they donate more than \$750 USD (and still have a remaining balance available in their 1:1 program cap), it is possible they may apply for a portion of their gift to be matched at 2:1 and part of their gift to be matched at 1:1.

Example: If the Caterpillar participant makes a \$1,000 USD gift to American Cancer Society on November 15, 2021, they can enter a match request for \$750 USD in the 2:1 matching portal (to be matched at \$1,500 USD). They can then apply for a second match request in the 1:1 matching portal for the remaining \$250 USD (to be matched at \$250 USD). That would ensure the \$1,000 USD gift is matched at \$1,750 USD.

If this occurs, you can confirm both match requests at the gift amount you received, but when we send you a matching gift payment it will only be for the "match amount requested" by the donor at a 2:1 and 1:1 ratio.

**25. When will charities receive the match payment from the Caterpillar Foundation for the 2:1 Giving Tuesday matches that I successfully confirm?**

If your charity successfully verifies an eligible 2:1 Giving Tuesday match request by the **verification deadline of December 15, 2021**, the Caterpillar Foundation will **execute ACH match payment to your charity by December 31, 2021**. You will receive an email when the ACH payment is sent to your bank account.

Please ensure that when you verify the gift you carefully enter your ACH information to ensure the transaction successfully transfers and does not fail, resulting in a delay in payment.

## DATA PRIVACY

**26. What sort of data privacy does the Caterpillar Foundation provide with this program?**

Information provided to the Caterpillar Foundation is processed consistent with Caterpillar's Data Privacy Policy. This information will be used to process the gift and may be used to contact you in the future regarding Caterpillar Foundation Matching Gifts Program notifications and updates. Notwithstanding the above disclosure, we will provide personal information when required or permitted by law or for purposes relevant to Corporate Policies. By providing information you agree to the above uses of your personal information. Caterpillar does not provide charities with employee contact information. Please also see the Privacy Policy for the Caterpillar Foundation's third-party vendor, CyberGrants:

<https://impact.cybergiants.com/privacy-policy/>

## ADDITIONAL SUPPORT

**27. Who do I contact if I still have questions?**

Please email [Matching\\_Gifts@cat.com](mailto:Matching_Gifts@cat.com) or call 309-675-1475.