

Employee Giving Program

Frequently Asked Questions

Why should I participate in the Employee Giving Program?

At Best Buy, we encourage you to connect with your community. Whether volunteering with colleagues to earn a TagTeam Award or making a personal donation and requesting the match to an eligible organization, we want to help you make a greater impact through your giving efforts. We believe the Employee Giving Program is an advantage of being a Best Buy employee!

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Monetary Donation and Match

Why should I make a monetary donation through the Employee Giving Program?

In addition to the 40% company match to any eligible nonprofit of your choice, a key incentive to participate in the Employee Giving Program is the ability to use payroll deductions. This popular payment method allows you the flexibility of spreading your contributions out over the course of an entire year. The match is a meaningful way for you to increase the impact of your personal contributions in the community.

When is the match available?

The match for employee charitable donations is available year-round and will be processed on a calendar-year trimester basis.

Who is eligible to request a match?

Full and part-time employees are eligible to submit donations and request matches as soon as they are included in the HR data feed that is sent to the [BestBuy.YourCause.com](https://www.bestbuy.com/yourcause) website. Depending on the start date, it may take a week or two for the file to contain a new hire's information.

Is there a minimum amount I have to give?

Yes.

- The minimum recurring payroll deduction is \$1.00 per paycheck.
- All other donations, the minimum donation is \$25.00.

What happens to my requested match if I leave the company?

The match for the total dollar amount deducted from paychecks prior to leaving the company and/or requests submitted by uploaded receipts will be paid with the next distribution.

What organizations are eligible to receive the company match?

Organizations must have valid 501(c)(3) status in good standing. This means they've registered as a nonprofit with the IRS and continue to meet all IRS requirements for tax-exempt organizations eligible to receive tax-exempt donations.

How do I locate an organization in the site?

There are several ways to search for an organization in the site. The easiest way is to enter the organization's federal tax ID number (EIN). Believe it or not, an organization will share this number with you if you call and tell them you need it to make a donation. Alternatively, you may try to search for the organization by name. If you are experiencing difficulties locating the organization, please use one of the "help" functions on the site for assistance.

Are religious organizations eligible?

No. Organizations set up for religious purposes are not eligible. As a result, houses of worship (churches, synagogues, mosques, etc.) and nonprofit organizations established for religious purposes are not eligible to participate in the match program.

While we understand that some employees would like to support religious organizations, the determination to disallow these was based on several factors:

- **Lack of transparency:** In comparison to other charitable organizations, churches and certain religious entities are subject to much less scrutiny with respect to their tax-exempt status. Religious entities/houses of worship automatically qualify as 501(c)(3) organizations and are eligible to receive tax-deductible charitable contributions. However, these entities receive special treatment since they are:
 - not required to file an application to become a 501(c)(3) organization or receive an IRS determination letter; and
 - not required to file annual tax forms with the IRS reporting their activities. Moreover, Congress has enacted federal law that places strict limitations on the IRS's ability to audit churches.
- **Need for standard vetting process:** Because of this potential lack of transparency and reporting unique to churches and certain religious entities, Best Buy has issued eligibility guidelines to simplify the company's decisions about which organizations are sufficiently policed and transparent to allow corporate matches and grants. Without these set guidelines that rely heavily upon sophisticated, experienced, independent reporting entities, Best Buy would be in the untenable position of trying to decide which religious entities are legitimate and which are not.

- **Risk to the Company:** If Best Buy did not rely on these guidelines, our *ad hoc* determinations on an organization's legitimacy inevitably would increase risk and costs to the company from potential discrimination claims, significant employee time researching these organizations, and more.
- **Benchmarking with our peers:** Best Buy is not alone in enacting these types of eligibility guidelines. Most public companies of our size have similar guidelines and restrictions in place for their employee giving campaigns and philanthropic programs for all the reasons listed above.

Is there a limit to how much I can donate?

We do not limit the amount that can be donated through the site. However, we do cap the amount of **match** that is available at **\$3,000 per eligible employee per calendar year**. Employees are able to achieve the max match cap at \$7500 annually in donations.

With each donation entered in the site you will be asked to specify whether you would like the donation matched. If you choose to have the donation matched, you will be asked if the 40% corporate match should be applied or at a lesser amount. The system will show you the remaining amount of match you have available.

When will the organization receive my donation and the company match?

Requests Submitted Between:

January 1 – April 30

May 1 – August 31

September 1 – December 31

Disbursement:

June

October

February

Can I make a designation for the donation?

Yes. Our process ensures designations are passed to the chosen organization. However, we do not guarantee they will use your gift in the manner you specify. Please contact the organization directly to make sure they are able to accommodate your request.

Are there credit card transaction fees on donations through the [BestBuy.YourCause.com](https://www.bestbuy.com/yourcause) site?

Yes. As with any credit card transaction, when a donation is made via credit card, an administrative fee is withheld from the donation. For credit card transactions processed through the employee giving site, the transaction is processed by Heartland, which charges 2.4% of the transaction as an administrative fee.

What happens if funds cannot be disbursed to the nonprofit I chose?

In the rare event that a charity you have chosen does not satisfy the eligibility criteria for receiving donations (i.e., it has been classified by the IRS as a disqualified supporting organization, it cannot or does not accept donations, is not recognized by the IRS as a public charity, or is not in good standing with federal and state regulators), or if the charity returns its donation to the processing center, the YourCause account team will reach out to the employee to have them designate a new charity. In the event that the employee does not respond to the request to redirect, the employee funds and company match will default to the local United Way based on the employee work zip code.

Can I pull a consolidated list of my monetary donations for tax reporting?

To review the documentation of your donations for tax purposes, go to your Donation History, click the hyperlinked status of your donation, and then click the 'View Record' button. If you have multiple donations and would like a summary of your donations, scroll to the 'Donation History' section, click the drop-down for 'Export Summary', and select the year you would like to view.

Why is the United Way listed in my favorites list?

As a signature partner of the Employee Giving Program, the United Way has been a long-time partner during historical Best Buy Giving Campaigns. [Click](#) for more information about the services that the [United](#)

[Way](#) provides. The United Way that serves your work zip code area will be automatically populated in your favorites list. This is a convenience service and is not intended to influence your charitable giving.

I've read about some charities funneling money to terrorist activities. How do we ensure that this does not happen, especially now that we are including some international organizations within the Employee Giving Campaign?

We have a rigorous process for ensuring compliance with the U.S. Patriot Act. We work closely with an approved vendor that is experienced in reviewing all of our designated charities to ensure that they meet compliance and our program guidelines.

How much of my donation goes directly to the people who need services?

Making informed choices is the best way to make sure that your dollar goes to support causes that you deeply care about. There are several websites that offer resources to investigate the organizations you wish to support. To further ensure that your money is well-spent on a cause that you are passionate about, consider volunteering your time and talents so you can see first-hand what happens from donation dollars to the delivery of programs and services.

Donate Wisely

Whether your passion is art or clean water for all, there is a charity that would like to put your hard-earned dollars to use. Choosing a charity can be a hit or miss, though, if you don't do your research. Fortunately, not only are there charity watchdog groups, but charities are also required to file certain documents for public viewing.

Charity Watchdog Resources

In addition to [Charity Navigator](#), there are several other impartial groups who simply collect information and present it for donors' consideration. Any of the following resources is a good place to start when you're considering giving away your money:

[CharityWatch](#) – Run by the American Institute of Philanthropy, this website rates hundreds of charities on their financial dealings. If you know the name of your charity, searching will be much easier.

[GuideStar](#) - GuideStar collects 990 forms and other public financial data for many charities. It focuses on a community interface that lets you leave commentary about specific charities as well.

[GiveWell](#) - GiveWell reviews hundreds of charities in addition to giving you guidance in reviewing nonprofits they may not have reviewed yet.

Questions You Can Ask:

If you find that the charity you want to give to has not yet been rated on any watchdog sites, you can do the legwork yourself. Ask the following questions when you're researching to help guide you on your giving:

- Is the nonprofit actually a charity? You can find this out by searching for its 990. This information is typically found on a charity watchdog site; however, you can also visit the [Wise Giving Alliance](#) at the Better Business Bureau to see if anything has been filed for your charity. Note that religious institutions such as churches and synagogues typically do not have to file a 990.
- Are there complaints against the charity's practices? Again, this information is found easily on the Wise Giving Alliance website.
- Do the charity's marketing materials clearly state the problem and explain what they are doing to help? Be wary of charities who drone on about the problem but fail to state what they are doing to help it.
- Ask the organization what percentage of donations go to actually support the programs in lieu of overhead and administrative costs. Be wary of a charity that says 100% of donations go to support the cause. After all, there has to be at least some overhead.

Volunteerism and TagTeam Awards

Do I have to set up the volunteer event in YourCause to be eligible for TagTeam Awards?

Yes. To facilitate the front end of the application process for TagTeam Awards, all volunteer events must be set up in the <https://bestbuy.yourcause.com> site. The site offers a full suite of tools to set up the event, promote to colleagues, recruit volunteers and track participation. The event coordinator will be alerted to the availability of the TagTeam Award application upon the completion of the event and will have 30 days from the event date to complete the application.

Where can I get ideas for volunteer projects?

There are several organizations that aggregate volunteer opportunities based on zip code, interest or type of activity, team size and availability. The following sites can be explored to get ideas for projects to engage in or organizations that are in need of volunteers. You can then reach out directly to the organizations to discuss your team and relevant projects.

[PointsOfLight](#) – Points of Light helps millions of volunteers change the world. We mobilize people to take action on the [causes](#) they care about through innovative [programs](#), [events](#) and campaigns. Points of Light is creating a culture of volunteerism, one that [celebrates](#) the power of service.

[UnitedWay](#) – United Way offers a zip code search to help find volunteer opportunities within your local community. You can organize the project through the United Way or with the organization in need of the volunteer service.

[VolunteerMatch](#) – Volunteer Match believes everyone should have the chance to make a difference. That's why we make it easy for good people and good causes to connect.

Are there requirements or limits to the TagTeam Award program?

1. Award size is based on the number of employees that participate in the project:
 - a. 2 – 9 employees = \$250 Award
 - b. 10 or more employees = \$500 Award
2. One hour minimum of service is required per employee (you can volunteer 1 hour each or 8 hours each - it's up to you).
3. Awards are limited to:
 - a. 4 awards per location or department annually (calendar year)
 - b. **A nonprofit can receive up to \$10,000 per calendar year** (defined by the federal tax ID number - EIN).

Who is eligible to request a TagTeam Award?

Full and part-time employees are eligible to submit volunteer projects and request TagTeam Awards as soon as they are included in the HR data feed that is sent to the [BestBuy.YourCause.com](https://bestbuy.yourcause.com) website. Depending on the start date, it may take a week or two for the file to contain a new hire's information.

When are the TagTeam Award applications approved and distributed?

Award approval and distribution will take place according to the following schedule:

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May 1 – August 31

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