



DONATION FAQs

Who can donate to the West Employee Emergency Fund?

Anyone, including employees, customers, vendors and community groups may donate to the Fund. We hope that everyone donates, no matter how much. Every donation makes a difference and can be as a one-time gift or an ongoing periodic contribution.

Why should we donate to West Employee Emergency Fund?

Every dollar donated will help fellow employees / members of the team who are going through difficult times. This is a wonderful way to live our values and make a difference in each other's lives.

How much of my donation goes to fellow employees?

Our goal is to enable West employees to personally help as many team members as possible, and therefore 100% of employee donations support fellow West employees. The company is covering the cost of all fund operating expenses to ensure that this is the case.

Are donations tax deductible?

Yes, all donations are tax-deductible in the U.S. to the full extent permissible by law.

How can donations/contributions be made?

- **Payroll Deduction (where available)** - we recommend and encourage team members to use payroll deduction as an easy way to contribute. Please contact your local Payroll Department for a form.
- **Text to Give** - In the U.S. you can donate by texting **"WEEF"** to 71777 and donate by credit/debit card
- **Credit / Debit cards** - click on the "Donate" button on the West Employee Emergency Fund web page. You can make a one-time donation or set up a monthly amount. you can also contact the Fund Coordinator (laura.pitt@westpharma.com) to make a credit card donation (U.S. only)
- **Check** - Please make your check out to: Emergency Assistance Foundation, Inc. with **"For West Employee Emergency Fund"** in the memo or the cover letter and mail to Dept # 9884, Emergency Assistance Foundation, P O Box 850001, Orlando, FL 32885-9884.
- **Securities** - For in-kind publicly traded securities, direct the assets to:
 - Custodian: Fidelity Investments
 - ACAT/DTC Number: 0226
 - Account Name: Emergency Assistance Foundation, Inc.
 - Account Number: Z73657727
 - Memo/Reference: EAF – "Your Company or Fund Name".
 - Have the broker/donor notify doug@emergencyassistancefdn.org when the transfer is made so we can sell upon receipt.
 - Please note that the transfer of securities by your broker may take several days.



How often do I have to update my payroll deduction authorization?

When you set up a recurring payroll deduction you will continue to donate the amount you set until you change or stop it by submitting a new form.

How can I change or stop a contribution by payroll deduction?

To stop or change the amount of a payroll deduction contribution, please contact the payroll department at your location.

How do I stop the credit/debit card monthly donation?

If you wish to stop recurring credit/debit card donations that you set up using the online portal, please email WEEF@emergencyAssistanceFdn.org with a request to cancel the recurring donation.

Can donations be directed to a specific employee?

Unfortunately, no, regulations do not allow for donations to be earmarked for specific individuals. All donations are added to the fund to support as many West employees as possible.

Will West match my gift?

West wants to encourage employee participation in the fund and so all employee donations are eligible for a 100% match under the West Employee Matching Gift Program.

Do I get an acknowledgement for my donation?

Payroll deduction – The end-of-year pay stub along with a completed copy of the payroll deduction enrollment form is an acceptable form of documentation to file taxes.

Check – Cancelled checks are acceptable forms of documentation for gifts under \$250. Each donor of \$250 or more will receive an acknowledgement from Emergency Assistance Foundation. If you would like to receive an acknowledgement, please provide your e-mail address.

Credit / Debit cards – Credit / Debit card statements are acceptable forms of documentation for gifts under \$250. Each donor of \$250 or more will receive an acknowledgement from Emergency Assistance Foundation. If you would like to receive an acknowledgement, please provide your e-mail address.

Marketable securities – Emergency Assistance Foundation will send you an acknowledgement validating receipt of the gift. If you would like to receive an acknowledgement, please provide your e-mail address.

Do I have to contribute to the Fund to be eligible to apply for assistance?

Not at all. Donating to the Fund is completely voluntary. Eligibility for assistance is based upon need and qualifying circumstances.

Who can I contact for more information?

You may also contact your Human Resource Director or the Fund coordinator (laura.pitt@westpharma.com) for more information about the Fund.