



# DONATION FAQ

## Who can donate to the Heart Travels Relief Fund?

Anyone, including team members, customers, vendors and community groups, may donate to the fund. We hope everyone donates, no matter how much. Every donation makes a difference, whether it's a one-time gift or an ongoing periodic contribution.

## Why should we donate to the Heart Travels Relief Fund?

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

## How much of my donation goes to fellow team members?

Our goal is to enable team members of Holiday Inn Club Vacations Incorporated to help as many others as possible. Therefore, 100% of team member donations support fellow team members. The company is covering the cost of all fund operating expenses to ensure this is the case.

## Are donations tax-deductible?

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

## How can donations/contributions be made?

- **Payroll deduction:** We recommend and encourage team members to use payroll deduction as an easy way to contribute. To get started, just log into UltiPro and select "Life Events" (under Myself), then "I want to donate to charity" and follow the steps.
- **Credit/debit cards:** Click on the "Donate" button on the **Heart Travels Relief Fund** web page. You can make a one-time donation or set up a monthly amount.
- **Check:** Please make your check out to Emergency Assistance Foundation, Inc. with "For Heart Travels Relief Fund" in the memo or the cover letter and mail it to 3713 Pine St., Jacksonville, FL 32205.
- **Donation form from the web page:** Complete the form indicating that you are attaching a check. Fill in your name, address and employee ID number, and then sign and date the form. Send it with your check attached to the address shown on the form.

## 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.

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

To stop or change the amount of a payroll deduction contribution, just log into UltiPro and select "Life Events" (under Myself), then "I want to donate to charity" and follow the steps.

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

If you wish to stop recurring credit/debit card donations you set up using the online portal, please email [hearttravelsrelief@emergencyassistancefdn.org](mailto:hearttravelsrelief@emergencyassistancefdn.org) with a request to cancel the recurring donation.



## DONATION FAQ

### Can donations be directed to a specific team member?

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

### Will the company match my gift?

Holiday Inn Club Vacations Incorporated has generously contributed to the fund to cover all its operating costs. Because the company is already contributing to the fund, gifts from team members are not eligible for matching.

### Do I get an acknowledgement for my donation?

- **Payroll deduction:** Your 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:** Canceled checks are acceptable forms of documentation for gifts under \$250. Each donor of \$250 or more will receive an acknowledgement from the Emergency Assistance Foundation. If you would like an acknowledgement, please provide your email 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 the Emergency Assistance Foundation. If you would like an acknowledgement, please provide your email address.
- **Marketable securities:** The Emergency Assistance Foundation will send you an acknowledgement validating receipt of the gift. If you would like an acknowledgement, please provide your email address.

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

No. 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 contact HR Link at [hrlink@holidayinnclub.com](mailto:hrlink@holidayinnclub.com) or (855) HRLINKS for more information about the **Heart Travels Relief Fund**.