



## SteriCares Hardship Fund - Donation Application FAQ's

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### **Who can donate to the SteriCares Hardship Fund?**

Anyone, including team members, 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 SteriCares Hardship Fund?**

Every dollar donated will help fellow team 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.

### **Are donations tax deductible?**

Emergency Assistance Foundation, Inc. (EAF) which is a US 501c(3) tax-exempt, public, nonprofit organization with IRS approval specifically for Team member Hardship and Disaster Relief Funds. At this time, donations are only tax deductible for those team members who reside in the United States.

### **How can donations/contributions be made?**

- **Payroll Deduction** - we recommend and encourage team members to use payroll deduction as an easy way to contribute. (Please see instructions below)
- **Credit / Debit cards** - click on the "Donate" button on the SteriCares Hardship Fund web page. You can make a one-time donation or set up a monthly amount.
- **Check** - download and use the Donation Form from the web page. Complete the form indicating that you are attaching a check. Fill in your name, address, team member ID number, and then sign and date the form. Send the completed form with your check attached to the address shown on the form.
- **Securities** - download and complete the donation form indicating that you are donating stock. Provide descriptive information about the stock (symbol, CUSIP, etc.). Fill in your name, address, team member ID number, and then sign and date the form. Send the completed form to the address shown on the form. The Fund coordinator will contact you with additional information about how to transfer the security.

### **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 request to make a change.



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### **Where do I go to sign up, change, or stop a contribution by payroll deduction?**

To sign up, change, or stop the amount of a payroll deduction contribution, please submit your request through the electronic form with the updated information. Once this is completed, it will be electronically sent to the Culture Team who will submit the changes to the payroll department to be processed. Be note that it could take up to 2 pay cycles for this change to be reflected on your next paycheck.

The electronic form can be accessed by logging into the SteriCares page from Steripoint. You will then click on the SteriCares Hardship Fund menu button and select either US Payroll Donation Form or Canada Payroll Donation Form link. You can also access the forms directly by clicking on the appropriate links below:

 [US Payroll Donation Form](#)

 [Canadian Payroll Donation Form](#)

Although we encourage our team members to use the process above, if you are provided a paper donation form, you can fax it to the attention of Jennifer Limon at 817-283-3995 or scan and email it to [SteriCares@stericycle.com](mailto:SteriCares@stericycle.com). We encourage all team members to use the electronic process.

### **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 [SHF@emergencyAssistanceFdn.org](mailto:SHF@emergencyAssistanceFdn.org) with a request to cancel the recurring donation.

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

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

### **Will Stericycle match my gift?**

Stericycle has generously contributed to the fund upon the initial set up and continues to look for opportunities to do one time matches such as during the SteriCycle Giving Week.

### **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.



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**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 or residential mailing 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 or residential mailing 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 or residential mailing 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 can contact the plan administrator, Jennifer Limon at 817-773-7854 or email the general SteriCares inbox at [SteriCares@stericycle.com](mailto:SteriCares@stericycle.com).