# McKesson Taking Care of Our Own Fund

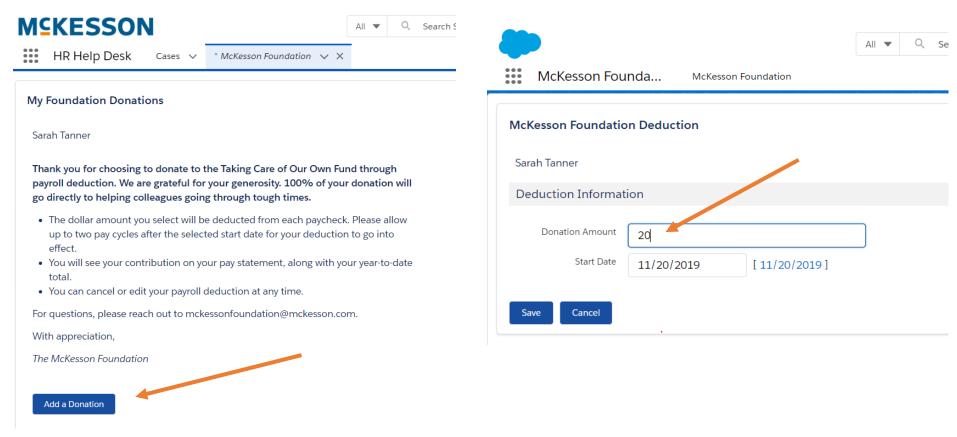
# **Payroll Deduction Process**

To submit your request for a recurring payroll deduction, please use the following link: <a href="https://mckessonhrhd.lightning.force.com/lightning/n/McKesson">https://mckessonhrhd.lightning.force.com/lightning/n/McKesson</a> Foundation

NOTE: you will login via Single Sign-On (SSO) from a McKesson network

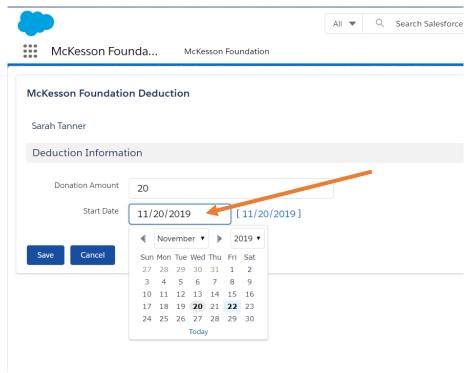
1. On the landing page below, click on the "Add a Donation" button.

2. Enter the amount you'll donate <u>each paycheck</u> in the field below.

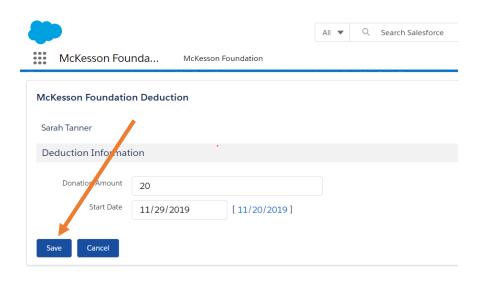


#### 3. Select your preferred start date on the calendar.

NOTE: Please allow up to two pay periods for your deduction to appear.



4. Click on the "Save" button to submit your request.



You will now see your deduction amount and start date reflected at the bottom of the form. You may change or cancel your deduction at any time using the same link.



You will receive an email confirming your donation request. Thank you for your contribution and for supporting the Taking Care of Our Own Fund!



CAUTION: This email was sent from an EXTERNAL source. Use caution when clicking links or opening attachments.

On behalf of the McKesson Foundation, thank you for choosing to donate to the Taking Care of Our Own Fund through payroll deduction.

- \$20 will be deducted from each paycheck. This will begin with the first paycheck following the date you selected.
- You will see your contribution on your pay statement, along with your year-to-date total.
- You can cancel or edit your payroll deduction at any time.

Our colleagues turn to the Fund for many reasons. They might be facing a house fire or medical emergency. Or perhaps they had to evacuate after a disaster. What they have in common is that they're facing unexpected, tough times and need a little financial support to get their lives back on track. By donating, you've shown your willingness to help.

The McKesson Foundation covers all administrative expenses for the Fund. That means 100% of your gift goes directly to a McKesson employee in need, just when their need is greatest.

We can't take the uncertainty out of life. But we can be there for one another when the unexpected happens.

Thank you again for your support. If you have any questions or would like to learn more about the impact you're making, please reach out to <a href="making.nc/mckessonfoundation@mckesson.com">mckessonfoundation@mckesson.com</a>.

With appreciation, The McKesson Foundation

# **Frequently Asked Questions:**

How long will it take for my payroll deduction to start, or changes to go into effect?

It will depend on the date of your pay cycle. Please allow up to two pay cycles for your donation to show.

When will my deductions end?

As long as you are an active employee, recurring deductions will continue until you cancel them.

#### Will my deduction come out of each paycheck?

Yes, this is a recurring donation that will be deducted from each paycheck. If you would like to make a one-time donation, you can make a credit/debit card donation online: <a href="https://app.mobilecause.com/vf/MCKCARES">https://app.mobilecause.com/vf/MCKCARES</a>. Or, you can send a check made out to: Emergency Assistance Foundation, Inc. with "McKesson Taking Care of Our Own Fund" in the memo or the cover letter, and mail it to Dept # 9884, Emergency Assistance Foundation, PO Box 850001, Orlando, FL 32885-9884.

#### Where can I see how much has been deducted?

Your contribution will appear on the Post-Tax deduction section of your pay statement, along with your year-to-date total donation.

### What is the minimum/maximum donation allowed?

Your contribution amount is up to you. There is no minimum or maximum for your contribution.

# I don't see my deductions on my pay statement. Who do I contact?

Contact the McKesson HR Help Desk: 855-Go-McKHR (466-2547) Mon-Fri, 8AM-6PM ET or open a web case online.

## Is my donation tax deductible?

Yes! Your donation is tax deductible in the U.S. to the full extent permissible by law.

# Can donations be directed to a specific employee?

Regulations do not allow donations to be earmarked for specific employees. All donations go to the Fund to support as many McKesson employees as possible.

### 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.

## Why should I donate to the McKesson Taking Care of Our Own Fund?

Every dollar you donate will help fellow employees who are going through difficult times. This is a wonderful way to live our ICARE values and make a difference in each other's lives.

### How much of my donation goes to employees?

100% of your donation goes to fellow McKesson employees. The McKesson Foundation covers all operating expenses for the Fund.

### Will McKesson match my gift?

The McKesson Foundation will automatically match your gift. You don't need to request a matching gift for donations to the Taking Care of Our Own Fund.

# Where can I learn more about the Taking Care of Our Own Fund?

Visit our website at www.mckessoncares.org or contact us at mckessonfoundation@mckesson.com.