

## Payroll Deduction Process – Bonus Fund

- If a company/organization already has a payroll plan in place, then the **Bonus Fund** would become the beneficiary of that program, replacing a previous charitable organization.
  - Other Birdies for Charity organizations would not be a designation option, only the Bonus Fund.
  - The Company/Organization would provide employees with tax and payroll information as they previously did, including charitable contributions.
  - The Company/Organization would provide the funds and donor information in a format approved by the John Deere Classic
    - **Preferred frequency: Bi-annually**
  - In this scenario, John Deere Classic would be responsible for the following:
    - Pledge Form
    - EIN #
    - Receipt to the Company/Organization
    - Corporate Reward Program fulfillment
    - Inputting participant donations in to the BFC system
- If a company/organization is initiating a NEW payroll deduction program, the John Deere Classic, on behalf of the Bonus Fund would depend on the participating company/organization to set up their payroll deduction in cooperation with IRS rulings.
  - The Company/Organization would provide employees with tax and payroll information as they normally would, but would now include charitable contributions as agreed upon.
    - We are working with Total Solutions on recommendations on how to initiate a Payroll Deduction Program
    - The Bonus Fund would be the only designation option, no other BFC charities can be specifically designated.
  - The Company/Organization would provide the funds and donor information in a format approved by the John Deere Classic.
    - **Preferred frequency: Bi-annually**
  - In this scenario, John Deere Classic would be responsible for the following:
    - Pledge Form
    - EIN #
    - Receipt to the Company/Organization
    - Corporate Reward Program fulfillment
    - Inputting participant donations in to the BFC system
- REQUIREMENTS FOR PARTICIPATION
  - The Company/Organization controls the payroll process, collects the charitable contributions and submits the donation and donor information to Birdies for Charity.
  - All contributions must benefit The Bonus Fund; no other BFC charities may be designated.
  - MobileCause reoccurring payments WILL NOT be utilized for this program.
  - The Corporate Reward Program supersedes the Platinum Tee Club benefits.