**General**

**Q: Why was the Pitney Bowes Relief Fund established?**

A: Pitney Bowes and its employees have a long history of generosity to help aid victims of natural disasters and personal tragedies. Whenever disaster struck in communities where we operate, employees often expressed the desire for their donations to directly assist fellow employees. In 1992, when Hurricane Andrew devastated Florida, this sentiment led to the creation of the Pitney Bowes Relief Fund (the “Relief Fund”). While initially focused on natural disasters, the Relief Fund’s scope was expanded to include other catastrophes and personal tragedies.

**Q: What is the Relief Fund?**

A: The Relief Fund is a US 501(c)(3) public charity funded by U.S. employee contributions and matching funds from the Pitney Bowes Foundation.

**Q: Who can request assistance from the Relief Fund?**

A: The Relief Fund is designed to help Pitney Bowes employees. Any active, full-time or benefits-eligible, part-time employee of Pitney Bowes may apply for a grant from the Relief Fund. Part-time employees may also apply and are considered on an exception basis (additional approvals required).

**Q: What types of hardships qualify for grants from the Relief Fund?**

A: The Relief Fund supports employees and others in need or distress due to catastrophic events, natural disasters (such as hurricanes, forest fires, earthquakes, floods, or similar types of occurrences), or personal tragedies (such as home fires, death, disability, serious illness, or family loss of income). The Relief Fund is designed to be a support of last recourse to ensure that individuals have access to food, shelter, clothing and medical care.

**Q: Is the Pitney Bowes Relief Fund part of Pitney Bowes Inc. or the Pitney Bowes Foundation?**

A: The Relief Fund is a separately incorporated, tax-exempt public charity, so it is not part of Pitney Bowes or the Pitney Bowes Foundation.

**Q: Does the Pitney Bowes Relief Fund have a Web site or Intranet page?**

A: It has both. The publicly accessible internet site is [www.pb.com/relieffund](http://www.pb.com/relieffund). The site on the PB Intranet (Inside PB) can be found by searching “Relief Fund”.

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Pitney Bowes Relief Fund - Frequently Asked Questions

Applying for a Grant

Q: How do I apply for a grant from the Relief Fund?

A: Go to www.pb.com/relieffund to access the Online Application Form and the required Basis of Need and Employee Checklist and Certification Forms. Your HR / e-Generalist can assist you with the online application and downloading the required forms.

Q: If I submit an application, will my information remain confidential?

A: Pitney Bowes contracts with the Salvation Army to handle the Relief Fund’s case management. Your HR / e-Generalist is involved in reviewing your grant request.

Q: To whom do I send in the forms?

A: Your completed forms should be given to your HR / e-Generalist, who will submit the paperwork to the Relief Fund on your behalf.

Q: If approved, how are grants received?

A: The Relief Fund generally makes payments directly to vendors such as landlords, mortgage companies, hospitals, utility providers, etc.

Q: For grants that are approved, how much money is available?

A: Since the Relief Fund was established in 1992, grants to employees have ranged from the equivalent of $250 to $5,000 USD. The average grant size is approximately $1,000 USD.

Q: Is support from the Pitney Bowes Relief Fund taxable?

Tax laws governing grants may vary. In general, grants to U.S. employees are not taxable as income. All grant recipients should consult with their individual tax advisor to determine the appropriate tax treatment of grants made on their behalf.

Q: Is there a limit to how many times any one employee (and his or her family) may receive a grant?

A: It is our hope that an employee will never need to apply for a grant. However, when a disaster or personal tragedy strikes, the Relief Fund will consider one grant application per employee for that disaster or tragedy. Should an employee experience a different disaster or tragedy at another time, a new grant application may be submitted.
Contributions

Q: How is the Pitney Bowes Relief Fund funded?

A: The Relief Fund receives most of its support from Pitney Bowes employees, matching gifts from the Pitney Bowes Foundation, and in-kind support from Pitney Bowes. Since the Relief Fund is a U.S. 501(c)(3) public charity (EIN 27-3398652), the U.S. Internal Revenue Service requires that the Relief Fund receive a significant percentage of contributions from individuals.

Q: How can I make a donation?

A: Employees located in the United States may contribute through payroll deduction or check during the annual Employee Giving Campaign, and by check throughout the rest of the year. Since gifts to the Relief Fund are charitable and tax-deductible, they can be matched by the Pitney Bowes Foundation. Gifts given by payroll deduction are automatically matched. If you are giving a gift directly to the Pitney Bowes Relief Fund, please go to www.pb.com/give to request a match. You will be prompted to print and sign a Verification Form. Please print and sign the form, attach it to your personal check or money order, and send it to The Pitney Bowes Relief Fund, c/o Pitney Bowes Inc., One Elmcroft Rd MSC 62-08, Stamford, Connecticut 06926.

Q: Are donations tax deductible?

A: The United States Internal Revenue Service has classified the Pitney Bowes Relief Fund as a tax-exempt public charity, which makes charitable contributions to the Relief Fund tax-deductible in the United States as allowed by law. Employees located outside the United States should consult with their tax advisor.