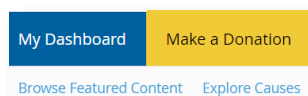


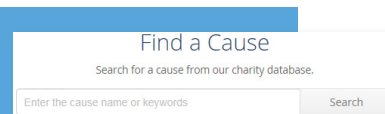
## FIND YOUR NON-PROFIT OR CHARITY OF CHOICE

From your dashboard, **select** “Make a Donation” along the main navigation bar.



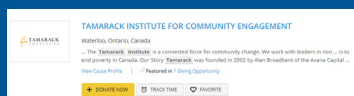
If you already know what organization you would like to support, type the organization name in the search field.

If you don't know what organization you want to support, **select** “Explore Causes” from the secondary navigation to find organizations supporting the causes you care about.



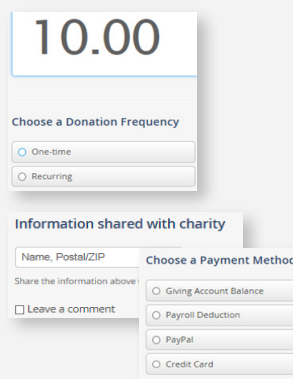
## SELECT YOUR NON-PROFIT OR CHARITY OF CHOICE

Once you have found your organization of choice, select the yellow **+ DONATE NOW** button.



## COMPLETE DONATION FORM

- 1** Enter a donation amount and **select** a donation frequency, one-time or recurring\*
- 2** **Select** your information to share with the organization from the drop down. If you want to leave a comment about your donation for the organization, **check the box** next to “Leave a comment”
- 3** **Select** your **donation source** and **select** “Next: Confirm Donation”



Note: If this is your **first time** making a donation, you will be asked to fill out personal information for tax purposes.

\*Recurring Credit Card and PayPal donations are deducted on the 27<sup>th</sup> every month. Recurring payroll donations are deducted every paycheck and are ongoing. You can edit or delete a recurring donation at any time. See this reference guide on how to edit a recurring donation.

## HOW ORGANIZATIONS RECEIVE YOUR DONATION

Benevity aggregates all donations made to an organization in a month and makes one donation the following month. If you make your donation in October, it will be sent by the end of November.

The donation will come from the Benevity Impact Fund instead of Suncor directly.

Organizations can access a detailed donor report from their Benevity account. This report will show the donation came from Suncor and any personal information you have opted to share.

## TAX RECEIPT INFORMATION

Only donations made to registered charities are eligible for tax receipts.

Donations made via payroll will appear on your T4 for the corresponding tax year.

Official tax receipts for donations made via Credit Card or PayPal can be found on your SunCares profile. Select your name in the top right, then “My Profile” >> “Giving” >> “Donation Receipts”

