



## Frequently Asked Questions – General:

**Q: Why was the Employee Relief Fund established?**

A: The Fund is intended to provide basic necessities to persons who have encountered financial hardship for reasons beyond their control and/or provide temporary relief to meet life necessities of persons who are needy and distressed due to a disaster.

**Q: How can I make a donation?**

A: Donations can be made by check.

**Q: Where do I send my donation?**

A: You may send your check to: MeadWestvaco Employee Relief Fund, Attn: Jennifer Venable, 11013 West Broad Street, Glen Allen, VA, 23060, USA.

**Q: Is my donation tax deductible?**

A: The Fund is a U.S. IRS 501 (c)(3) public charity, which makes it tax deductible in the U.S. as allowed by law. Employees outside the U.S. should consult with their tax advisor, as tax laws vary around the world.

## Frequently Asked Questions – Applying for a grant:

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

A: Any active, full-time or benefits-eligible part-time employee of MeadWestvaco or an affiliated company where MeadWestvaco holds a majority interest may apply for a grant from the Fund.

**Q. What kinds of hardships qualify for funding?**

A: The Fund provides grants for basic needs such as food, clothing or shelter resulting from a natural or manmade disaster, e.g., tornado, flood, earthquake, fire, or a triggering personal emergency, e.g. a house fire.

**Q: What kind of hardships do not qualify for funding?**

A: The Fund does not provide grants for any medical or dental claims, nor for financial difficulties due to poor financial management or judgment or negligence, or for hardships that were triggered prior to the Fund's inception.

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

A: The intent of the Fund is to help employees through the first critical few weeks after a disaster. Initially, assistance grants in the range of \$500 - \$2,500 will be awarded to help with the basic needs of obtaining food and a temporary place to live. Additional grants may be considered depending on funding and need.

**Q: Will the grants be taxed?**

A: No, the grants from the Fund are not considered income by the Federal Government and will not be taxed. Recipients outside the U.S. should consult their individual tax advisors to determine the treatment of grants they receive.

**Q: How do I get an application form?**

A: Contact your local human resources manager or download a form from the MWV Intranet page.

**Q: To whom do I send my application form?**

A: Applications should be mailed to MeadWestvaco Employee Relief Fund, 4751 Hempstead Station Drive, Kettering, OH 45429, USA, or can be faxed to our confidential fax number 1 (937) 495-4553. Attention: Employee Relief Fund.

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

A: Yes.

**Q: Will the assistance grant be provided in one lump sum?**

A: Yes. One check will be issued.

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

A: It is our hope that an employee will never need to apply for an assistance grant. However, if disaster strikes, the fund will consider one grant application per employee. Should that employee experience a different disaster at another time, a new grant application may be submitted