



MATCHING GIFTS PROGRAM

Guidelines

Advanced Financial Services, Inc. ("AFS") will match eligible donations made by employees to eligible non-profit organizations. The program is designed to encourage and support employee contributions to charitable organizations.

Who's Eligible?

- ◆ Regular full-time, active employees of AFS who are actively working and those who are on short-term disability or Family Medical Leave (FMLA) are eligible. Those who are not eligible include: all part-time employees, interns, and those on long-term disability or salary continuance (severance).

What Institutions and Organizations are Eligible?

- ◆ Organizations and institutions must be located in the United States and recognized as tax-exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.
- ◆ Volunteer fire companies, ambulance and rescue squads, recognized as tax-exempt by the Internal Revenue Service under Section 501(c)(4).
- ◆ Gifts to publicly and privately funded schools, colleges, and universities will be matched if they are accredited by a nationally-recognized accrediting agency or a state department of education. (Tuition payments are not eligible.)
- ◆ Scholarship funds, and social or athletic clubs are eligible if the gifts do not personally benefit any specific predetermined individual.
- ◆ Hospitals must be tax-exempt, not-for-profit public or voluntary institutions accredited by the Joint Commission on Accreditation of Hospitals.
- ◆ Arts and cultural organizations must be open to and operated for the benefit of the general public.
- ◆ Organizations and institutions that do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by federal, state, or local law.
- ◆ Religious organizations, such as churches or synagogues, **IF** the gift is to be designated for and restricted to human services or humanitarian purposes only.
- ◆ Disaster recovery relief funds, as long as they are not benefiting a single individual.

What Organizations are NOT Eligible?

- ◆ Political organizations, such as election campaign funds or committees and organizations that advocate particular public policy positions.
- ◆ United Way chapters.
- ◆ Fraternities, sororities, or other social organizations.
- ◆ Alumni groups or associations or other membership organizations.
- ◆ Gifts to individuals.

What Requests are NOT Eligible?

- ◆ All payments other than outright gifts are ineligible for the program (for example: payment for goods, tickets, subscription fees, pledges, membership, dues, insurance premiums, testament bequests, gifts from a group of people, and tuition payments or the equivalent). In addition, gifts made through payroll deductions or other forms or automatic funds transfers, do not qualify.

What are the Program Guidelines?

- ◆ There is a minimum of \$50 per individual gift.
- ◆ The Program will match eligible donations up to \$1,000 per donor per calendar year.
- ◆ All dollar limits are based on the date of the donor's gift, not the date the matching gift is processed.
- ◆ When multiple payments are given throughout the year to the same organization, each individual payment must meet all gift conditions.
- ◆ All matching gift requests must be received by AFS within one year from the date of the gift.
- ◆ Donors' contributions must be personal gifts that are actually paid, not merely pledged.
- ◆ Gifts must be an actual contribution, *not merely pledged*, and may be given in the form of checks or credit cards.
- ◆ The employee donor may restrict the purpose of the donation by filling in the appropriate section on the Request Form.

Terms and Conditions

- ◆ AFS reserves the right to determine whether a contribution qualifies for a matching gift and to decline donations to particular institutions at its sole discretion.
- ◆ AFS reserves the right to audit institutional records and documents pertaining to this program and to request any supporting donor or recipient documentation it deems necessary.
- ◆ Misuse of this program will result in permanent termination of the employee's matching gift privileges and may lead to other disciplinary actions.
- ◆ AFS reserves the right to make changes to this Program at any time.

How Do You Apply?

- ◆ After reviewing the program guidelines, employees should complete Part 1 of this form. Ensure the form is completed and signed (incomplete forms delay processing). Upon completion, send this form and your donation to the eligible institution.
- ◆ An appropriate financial officer of the recipient institution should review the program guidelines and Part 1 of this form, and complete Part 2. The entire form, along with any necessary documentation, should then be mailed to:

**ATTN: Matching Gifts Program
Advanced Financial Services, Inc.
25 Enterprise Center
Middletown, RI 02842-5201**

Processing of requests is conducted on a quarterly basis. After verifying eligibility of the gift, the request will be processed and a check will be sent directly to the organization at the end of the payment cycle, as specified below:

Completed Forms Received:

*December 16 through March 15
March 16 through June 15
June 16 through September 15
September 16 through December 15*

Funds Distributed:

*by March 31
by June 30
by September 30
by December 31*



MATCHING GIFTS PROGRAM

Request Form

INSTRUCTIONS:

Donor:

- ◆ Complete Part 1 of this form – one for each gift. *Please print or type.*
- ◆ Send the form and a copy of the program guidelines with your contribution to the recipient organization.

Recipient Organization:

- ◆ Verify receipt of gift.
- ◆ Read Program guidelines on reverse side and Complete Part 2 of this form.
- ◆ If this is your first matching gift request to Advanced Financial Services, enclose a copy of your Internal Revenue Service 401(c)(3) tax status certificate.
- ◆ Forward form to the address printed below.

PART 1 – DONOR SECTION

Donor Information: (Please print)

EMPLOYEE NAME

E-MAIL ADDRESS

HOME ADDRESS

CITY/STATE/ZIP

() () x

HOME TELEPHONE BUSINESS TELEPHONE

\$ \$

TOTAL AMOUNT OF GIFT (MINIMUM \$50) AMOUNT OF MATCH REQUEST (MINIMUM \$50)

NAME OF INSTITUTION

CHAPTER NAME (IF ANY)

INSTITUTION CITY, STATE

RESTRICTION OF PURPOSE (IF ANY)

I certify that the information submitted is correct and that this contribution qualifies as a tax-deductible gift, is not a pledge, group gift, or tuition payment, and complies with all provisions of the Advanced Financial Services Matching Gifts Program. Neither I, nor my family will derive any direct or indirect financial or material benefit from this contribution. I certify that this contribution does not represent payment goods or services. I have read and understood the guidelines of the Advanced Financial Services Matching Gifts Program.

EMPLOYEE SIGNATURE DATE

PART 2 – RECIPIENT SECTION

Check One: 501(c)(3) Letter Enclosed
 501(c)(3) Letter Previously Sent to AFS

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP

() ()

TELEPHONE FAX

\$ \$

TOTAL AMOUNT OF GIFT TAX DEDUCTIBLE GIFT AMOUNT

I hereby certify that this organization is a nonprofit group that has been determined tax-exempt under Section 501(c)(3) of the Internal Revenue Code, that contributions made to this organization are tax-deductible by individuals and corporations on their federal income tax returns, and that neither the donor nor Advanced Financial Services will derive any personal material benefit from this gift or match. Further, I certify that the organization program meets the eligibility requirements of the Advanced Financial Services Matching Gift Program as outlined on the reverse side of this form.

AUTHORIZED OFFICER'S NAME/TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED OFFICER DATE

MAIL COMPLETE FORM WITH ANY REQUIRED ENCLOSURES TO:

ATTN: Matching Gifts Program
Advanced Financial Services, Inc.
25 Enterprise Center
Middletown, RI 02842-5201

Phone: (401) 846-3100 ext. 3404

Failure to include required documentation will delay processing.

Advanced Financial Services, Inc. reserves the right to request an audited financial statement before matching any gift. Requests not received within two weeks of the end of a calendar quarter will be paid in the following calendar quarter.