



## ATX EMPLOYEE MATCHING PROGRAM APPLICATION

Please complete this application in full prior to submittal.

Request date \_\_\_\_\_

Amount Requested for Matching \_\_\_\_\_  
(Matching will be a \$1 per \$1 or €1 per €1)

### EMPLOYEE REQUESTING MATCHING FUNDS

Full Name \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

### ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_

Organization's Executive Director/ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Organization's web site address \_\_\_\_\_

U.S. Federal Tax ID # \_\_\_\_\_

Canadian Federal or Provincial Business # \_\_\_\_\_

#### German organizations only:

Kann eine Bescheinigung über Zuwendungen im Sinne des § 10b des ESTG an eine der in § 5 Abs.1,9 KSTG bezeichnete Körperschaft, Vereinigung oder Vermögensmasse ausgestellt werden?"  Ja  Nein

#### Please attach the following:

- U.S.: Copy of your organization's IRS letter of determination or Federal Tax ID Number (may be obtained easily by asking the organization's financial department)
- Receipt or cancelled check verifying the amount contributed to the organization.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please return completed request to:

ATX Corporate Relations  
Attn.: Gary Wallace/Sandy Knott  
8550 Freeport Parkway  
Irving, Texas 75063



## **CRITERIA FOR APPLICATION**

Requests must adhere to the following criteria:

First consult the list of exclusions, which follow, to make certain the request fits within the guidelines. Each proposal must contain the materials noted below and the amount requested must be stated.

- U.S. organizations must be recognized as tax-exempt under section 501(c) 3 of the Internal Revenue Code.
- German organizations must be a non-profit organization entitled to sign receipts of contribution according to German Income Tax Law.
- Canadian organizations must be registered as a qualified charity with the Canadian Revenue Agency.
- Organizations may submit a “Foundation Contribution Request Form” no more than once a calendar year.
- Employees are limited to \$500 of matching funds per year, which may be divided among multiple organizations.

### **Exclusions**

To further clarify the qualification process, the following limitations may prohibit support:

- Fraternal, ethnic, labor, religious, or political organizations
- Individual membership dues
- Contributions in which goods were received in exchange for the donation

Contact ATX Corporate Relations Department (Gary Wallace or Sandy Knott) if you have questions about qualification.