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Funds Matching Program Guidelines

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How it Works

The company matches 1:1 any eligible employee's contributions to an eligible college or university, from a minimum of \$100 USD or foreign currency equivalent to a maximum of \$5,000 USD or foreign currency equivalent per employee per institution per calendar year. However, the overall maximum is \$20,000 per employee per year, i.e., employee contributions to multiple eligible institutions cannot exceed \$20,000 USD or foreign currency equivalent per year. For example if an employee wished to donate the maximum of \$5,000 USD or foreign currency equivalent per institution the employee would be able to donate \$5,000 USD or foreign currency equivalent to 4 institutions within one year.

Some institutions offer benefits to a gift donor, which are automatically 'charged' against the gift, thereby reducing the amount of the tax-deductible gift portion. Such benefits are not tax-deductible. If your contribution is made to a institution that includes a non-tax deductible benefit, please be aware of this situation and increase the amount of your gift to insure that you meet the \$100 USD or foreign currency equivalent Funds Matching program minimum.

Agilent Technologies Foundation will not match gifts under the \$100 USD or foreign currency equivalent minimum.

Eligibility

Donor:

- Must be a regular full-time or regular part-time employee, or a member of the board of directors.

Institutions:

- Graduate and professional institutions and universities, four-year and two-year colleges, and technical institutions as described in [Section 170 \(b\) \(1\) \(A\) \(ii\)](#) of the Internal Revenue

Code (normally maintains a regular faculty and curriculum and has a regular enrolled body of students in attendance where its educational activities are carried on) and which are:

- Degree granting
- Accredited by a nationally recognized regional or professional association and listed in the Higher Education Directory
- Recognized by the Internal Revenue Service as tax-exempt **501(c)(3)** educational institutions, to which contributions are deductible for federal income tax purposes (please include IRS ruling). A tax-exempt fund, foundation or association which is an integral part of an approved institution certifies that the gift will be applied directly to support its primary educational objectives. Such other institution's initial and continuing eligibility shall be determined solely by Agilent Technologies Foundation.
- Non- US universities which do not have a ruling or determination letter from the Internal Revenue Service will need to provide evidence that it is an organization described in sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code. Please refer to those sections, sections 53.4942(a)-3(a)(6)(i) and 53.4945-5(a)(5) of the Treasury Regulations, and Revenue Procedure 92-94 for guidance on the type of evidence required.

Contributions:

- Must be monies contributed from employee's own personal funds in the form of a personal check, credit card payment or marketable securities and must be paid (not pledged). Securities will be valued at the closing price on the date of the gift.
- The matching gift provided by Agilent Technologies Foundation will follow the employee designation, except for those listed in "Gifts That Are Not Eligible for Funds Matching".

Some institutions offer benefits to a gift donor, which are automatically 'charged' against the gift, thereby reducing the amount of the tax-deductible gift portion. Such benefits are not tax-deductible. If your contribution is made to a school that includes a non-tax deductible benefit, please be aware of this situation and increase the amount of your gift proportionally to insure that you meet the \$100 USD or foreign currency equivalent Funds Matching program minimum. Gifts under the \$100 USD or foreign currency equivalent minimum will not be matched.

Gifts That Are Not Eligible for Funds Matching

- Tuition payments or payments made in lieu of tuition; fixed by the institution as a condition for student enrollment;
- Gifts **not** designated for a specific department, **or**, gifts given to the following department/activities:
 - Athletic Departments or Events;
 - Fraternities;
 - Sororities;
 - Campus Religious Organizations
 - Campus Public Television/Radio Stations;
- Class dues;
- Gifts given through a third party or given to a college or university as a way of supporting a third-party organization;
- Amounts payable as subscription fees for publications;
- Gifts for the private benefit of specified students or aid to individuals designated by the donor;
- Payments for tickets, dinners, lunches, special events, whether athletic, social or cultural.
- Gifts whereby the tax-deductible amount is less than the minimum (\$100 USD or foreign currency equivalent).

Agilent Technologies Foundation will not match any portion of the gift that may be applied toward special donor privileges or benefits of more than nominal monetary value, such as preferred seating at athletic events or options to purchase such seating, use of athletic facilities, special parking, etc.

Administrative Conditions

The interpretation, application, and administration of the provisions of the Agilent Funds Matching Program shall be determined by Agilent Technologies Foundation; its decision whether or not to match any contribution, for whatever reason, shall be final.

Agilent Technologies Foundation may suspend, change or terminate this program at any time.

Income Tax

The employee donor may report his/her part of the gift as a charitable contribution.

Payment

Eligible matching funds will be paid to the institutions in January, April, July & October.

Procedure for Making a Gift

Employee logs on to the web site at www.easymatch.com/AgilentFundsMatching and goes to "Submit New Gift".

1. Employee chooses his/her gift method – check or stock.
2. Employee selects institution.
3. Employee enters gift detail – date of gift, amount of contribution, requested match amount, and department designation.

For Gifts made via Check:

After the request is submitted via the web site, the employee mails his/her check directly to the institution. The JK Group will send a letter to the institution after five business days, asking for verification of receipt of the check, and the tax deductible amount. The institution will return the signed letter to JK and JK will process for matching in the next cycle.

Procedure for Employee Donations of Stock:

When the employee submits the request through the web site, they will be asked to provide an estimate of the dollar amount of the stock, the number of shares being given and the name of the stock. Employee contacts whoever holds the stock to request transfer to the institution. The JK Group will send a letter to the institution after five business days, asking for verification of receipt of the stock, and the tax deductible amount. The institution will return the signed letter to JK and JK will process for matching in the next cycle. The stock will be valued as of the closing price on the date of the gift.

Questions? Please contact:

Email: agilentfundsmatching@easymatch.com (US & International Employees)

Phone: 1 866 484 0417 (US Employees only)

Fax: 1 609 799 8019 (US & International Employees)