

THE ASPECT GLOBAL EMPLOYEE GIVING PROGRAM

Employee Section

Please print. Complete and forward with your contribution to the organization.

Employee Name		Aspect Employee Number// Gift Date (Month / Day / Year)		
Home Address				
City / State, County or Province / Postal Code	Gift Type:	☐ Cash/Check/Credit Ca		
Country Email Address	Currency	Gift Amount		
Daytime Telephone Number	Name of Secur	Name of Securities / No. of shares / Date of Transfer		
Organization Name / City / State				
Designation, if any (Examples: Annual Fund, Disaster Relief, etc.)				
I hereby certify that (1) the above gift is entirely my posum of the gifts of other individuals. I also certify the personal obligations, I have not received personal between the credits, memberships, etc.) and that I have read and usually failure to comply may result in suspension of gift materials.	at all information is accurate, the nefits in exchange (i.e. dinner, randerstand the guidelines of The	ne contributions are no affle and/or event tick	t in lieu of tuition, fees or other ets, parking privileges, dues,	
Employee Signature	/ Date (Mor	hth / Day / Year)		
Mailing Address City / State, County or Province/ Postal Code	Gift Type:	☐ Securities,	00	
Country Email Address	Tax Dedu	ctible Amount		
Telephone Number	Name of S	Name of Securities / No. of shares / Date of Transfer		
Fax Number				
Organization IRS Status - Please check one: The above organization holds 501(c)(3) status in its own name. If The above organization is part of a covered group. First time appi The above organization is a registered tax exempt charitable orga The above organization is a government agency (e.g. public school exemption on the exempt agency's letterhead.	lications submit proof of group members	ship. The group number is _ . (country of operation	is).	
By signing and submitting this form, I certify that a) this is a qualifying institution; c) the gift meets all of deductible.	the requirements listed in the g	uidelines; and d) gifts		
Signature	/ Date (Mor	hth / Day / Year)		
Name (Please Print)	Title			
Organization - Please mail the completed application to:	PO Box 7516 Princeton, NJ 08543-751 United States	Princeton, NJ 08543-7516		



THE ASPECT MATCHING GIFT PROGRAM GUIDELINES

The Aspect Matching Gift Program enables Aspect employees to provide financial support to nonprofit organizations and schools. This program is designed to leverage employee contributions in all of our communities.

Who Can Participate?

Any regular, full or part-time Aspect Employee, in any location world-wide, with 6 months of employment at the time of the gift.

What Gifts are Eligible?

- One-time personal contributions in the form of cash, check, credit card or negotiable securities made to an eligible organization.
- The minimum eligible gift is \$25 (or the equivalent in a foreign currency).
- Eligible gifts will be matched on a 1:1 basis up to a total of \$1,000 per employee per calendar year.
- Gifts which count toward an employee's \$1,000 yearly matching total include:
 - One-time gifts made to eligible organizations
- Aspect Software may approve special matching opportunities for disaster relief efforts or Aspect-sponsored programs.

What Gifts are Ineligible?

- Gifts which result in a benefit to the employee. Examples include: dues, subscriptions, fees, loan repayments, bequests, insurance premiums, tuition, tickets and dinners.
- Gifts made to or through third parties. This includes gifts using family trusts, donor-advised funds at community foundations and any other contribution which is not the direct gift of the employee's personal funds to the recipient organization.
- Gifts made, in whole or in part, with funds received from other people. This includes funds raised in walk-a-thons and similar fundraising events. Only the employee's personal contribution can be matched.
- Gifts made to university/school alumni associations, school athletic programs, athletic scholarships, athletic building funds, or extra-curricular activities.
- Gifts which have not actually been made (i.e., pledges).
 Once the funds have been transacted, the gift will be eligible for the program if it meets the program guidelines.
- Gifts or payments for primarily political or religious purposes, unless specified for a community outreach program, such as a soup kitchen or homeless shelter.
- In-kind gifts or gifts of real estate.

Which Organizations are Eligible?

Organizations located in the US or one of its possessions must be recognized by the Internal Revenue Service as tax-exempt and designated as a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a state or local government as provided by Section 170(c)(1) of the Code. Organizations outside the US are required to have an equivalent tax-exempt status.

Which Organizations are Ineligible?

- Any veterans, fraternal or service organizations; alumni or athletic associations; honor societies or professional associations; political parties or political action committees.
- Government agencies, except public schools or universities.

How Does the Match Work?

- The employee completes and signs the Employee Section of The Aspect Global Employee Giving Program Form and sends the form, along with their contribution, to the recipient organization. Volunteer activities are documented in the same way.
- An officer of the organization completes and signs the Organization Section of the form and forwards it to The Aspect Matching Gifts Program at the address shown. First time applicants should include proof of tax status.
- The form is processed. Donors are notified immediately of ineligible gifts.
- Eligible requests received by the first of March, June, September, and December are included in the current quarter's payment. Forms which arrive later or which are incomplete are processed during the following quarter.
- The interpretation, application, and administration of The Aspect Global Employee Giving Program will be determined by Aspect Software, whose decision will be final.
- Aspect Software may at any time amend, suspend, or discontinue The Aspect Global Employee Giving Program.

Contact Information

If you have questions about eligibility or any other questions about The Aspect Matching Gifts Program, please contact us at:

The Aspect Matching Gifts Program PO Box 7516 Princeton, NJ 08543-7516 Phone: (800) 480-GIFT (4438) Fax: (609) 799-8019 aspect@easymatch.com 9-6 Eastern time, 24-Hour Voice Mail 24-Hour Facsimile