



THE ASPECT GLOBAL EMPLOYEE GIVING PROGRAM

Employee Section

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

Employee Name _____

Home Address _____

City / State, County or Province / Postal Code _____

Country (_____) Email Address _____

Daytime Telephone Number _____

Organization Name / City / State _____

Designation, if any (Examples: Annual Fund, Disaster Relief, etc.) _____

Aspect Employee Number _____

_____/_____/_____

Gift Date (Month / Day / Year)

Gift Type: Cash/Check/Credit Card
 Securities

Currency _____ Gift Amount _____, _____, _____ .00. _____, _____, _____ .00
Amount to be Matched

Name of Securities / No. of shares / Date of Transfer _____

I hereby certify that (1) the above gift is entirely my personal contribution and is not in whole or in part the gift of another individual or the sum of the gifts of other individuals. I also certify that all information is accurate, the contributions are not in lieu of tuition, fees or other personal obligations, I have not received personal benefits in exchange (i.e. dinner, raffle and/or event tickets, parking privileges, dues, credits, memberships, etc.) and that I have read and understand the guidelines of The Aspect Matching Gift Program. I understand that failure to comply may result in suspension of gift matching privileges.

Employee Signature _____

_____/_____/_____ Date (Month / Day / Year)

Organization Section

Please print. Complete and forward to the address below.

Organization Name _____

Mailing Address _____

City / State, County or Province / Postal Code _____

Country (_____) Email Address _____

Telephone Number (_____) _____

Fax Number _____

US Federal Tax ID Number (EIN) or National Charity Registry Number _____

Gift Type: Cash/Check/Credit Card
 Securities

Currency _____ Gift Amount _____, _____, _____ .00

Tax Deductible Amount _____, _____, _____ .00

Name of Securities / No. of shares / Date of Transfer _____

Organization IRS Status - Please check one:

- The above organization holds 501(c)(3) status in its own name. First time applicants please provide proof of tax status.
- The above organization is part of a covered group. First time applications submit proof of group membership. The group number is _____.
- The above organization is a registered tax exempt charitable organization in _____. (country of operations).
- The above organization is a government agency (e.g. public school) and does not require a 501(c)(3) determination. First time applicants must submit a statement of exemption on the exempt agency's letterhead.

By signing and submitting this form, I certify that a) I have read and understood the guidelines of The Aspect Matching Gifts Program; b) this is a qualifying institution; c) the gift meets all of the requirements listed in the guidelines; and d) gifts to this organizations are tax deductible. .

Signature _____

_____/_____/_____ Date (Month / Day / Year)

Name (Please Print) _____

Title _____

Organization - Please mail the completed application to:

The Aspect Matching Gifts Program
PO Box 7516
Princeton, NJ 08543-7516
United States
Phone: (800) 480-GIFT (4438)



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.

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

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.