

Form A

To be completed by employee

Last Name First Name Middle Initial

Employee ID Number Date of Employment

Home Address

City State Zip Code

Sector

Location Work Extension

E-mail Address

Hourly (non-exempt) Salaried (exempt)

Given to: _____

Name of recipient organization

Date of contribution Fund/Purpose (if designated)

Employee relationship to institution, if any:

____ Student ____ Alumnus ____ Volunteer

____ Board Member ____ Other

I hereby certify that the above contribution is my or my spouse's personal gift. I further certify that this gift does not represent money collected from others and that no member of my family, or myself, will receive – either now, or in the future – any benefit in consideration of this contribution.

Employee Signature Date

Form B

To be completed by recipient organization

Federal tax identification number (EIN number)

Legal name of recipient organization

Mailing Address

City State Zip Code

Type of organization

____ Armed Forces ____ First Responders
____ Education ____ Health Care Organization

Has your organization been a recipient of a BAE Systems Matching Gift contribution in the past?

Yes No

If no, please submit either a copy of your 501(c) designation letter or verification that your organization is an instrumentality of a state or local government as provided by Section 170(c)1 of the Internal Revenue Code.

Tax deductible amount of the gift is reported in Section A:

Received from: _____

Date received: _____

I hereby certify that a contribution as described in Section A of this form, was received by the above named organization and that both the contribution and the recipient organization meet the eligibility requirements of the BAE Systems Matching Gift Plan as described in this brochure.

Name: _____

Title: _____

Authorizing Signature Date _____

Submission Deadline

Participating organizations must submit Matching Gift forms no later than 90 days after receipt of the employee's gift to be eligible for a match.

Please mail this Matching Gift request form to:

BAE Systems
Matching Gift Plan
Box 7516
Princeton, NJ 08543-7516
(888) 293-8357

Matching gift plan



BAE SYSTEMS

Purpose

Since its inception, the BAE Systems Matching Gift Plan has provided significant support – through company and employee contributions – to strengthen higher education across the nation.

Building on this tradition, and with a focus primarily on our customer, the Plan is expanding its original focus of support to education, and will also now include support for organizations assisting our Armed Forces and their families, as well as health care and first responder organizations. Providing a one-to-one match, the Plan literally doubles the employee's contribution. This means that the designated organization will receive two gifts – your gift and a gift of the same amount from BAE Systems.

Together, as partners, BAE Systems and its employees are making a difference through their support to expand knowledge, support our customer, increase understanding, and enrich the artistic and cultural expression of the world in which we live.

Contributions Guidelines

BAE Systems will match charitable contributions to eligible organizations made in cash or marketable securities of \$25 or more, to a maximum of \$10,000 per employee per year.

Contributions May Not Include:

1. Those made in remission or in lieu of other payments (e.g., tuition, fees, dues, church contributions, insurance premiums, etc.) or in return for any other benefits.
2. Those made by a group of BAE Systems employees.
3. A pledge for payment not yet made.
4. Other payments not regarded by BAE Systems as personal contributions.
5. Those made to fulfill membership requirements.

Eligible Organizations

All organizations under the following categories must be located in the United States and be tax exempt with a 501(c) in their own name or be an instrumentality of a state or local government as provided by Section 170(c)1 of the Internal Revenue Code.

Armed Forces

Any organization supporting the Armed Forces and/or their families is eligible for a matched contribution. Gifts may be earmarked for a specific program operated by that 501(c) organization by designating this preference on the line marked "Fund/Purpose" in Part A of this form. The BAE Systems match will be made to the same designation as your gift.

First Responders

Any agency that is called upon to respond following a national or international disaster, including fire departments and police departments.

Education

Any institution that is accredited by the appropriate regional or professional organization. Gifts may be earmarked for a specific department such as the Engineering Department or Business School, by designating this preference on the line marked "Fund/Purpose" in Part A of this form. The BAE Systems match will be made to the same designation as your gift.

Additionally, contributions to minority scholarship funds are also eligible, including the American Indian College Fund, the National Hispanic College Fund and the United Negro College Fund.

Contributions to accredited K-12 school districts are also eligible if your gift is earmarked for use in secondary (high school) education as defined by the recipient.

Health Care Organizations

This category includes organizations that focus on health, medical research and wellbeing of individuals, including Susan G. Komen Breast Cancer Foundation, American Cancer Society, Alzheimer's Association, etc.

Ineligible Organizations

The following areas of giving are considered ineligible and will not be matched by BAE Systems:

1. Religious organizations, to include local churches or religious events;
2. Organizations that discriminate on the basis of race, sex, ethnicity, sexual orientation, creed, age, national origin, religion, etc.
3. Organizations that decline to disclose financial and management information to the Better Business Bureau;
4. Political candidates, parties, campaigns or causes;
5. Individuals, regardless of circumstances;
6. Labor organizations;
7. Fraternal organizations.

Contributions or donations made to Charity Challenge partners are not eligible under this program, as those contributions and donations are eligible for Charity Challenge supplemental funds at the end of each campaign.

Eligible Participants

The Matching Gift Plan is eligible for full-time employees only.

Procedures

Complete Section A of this request form and mail the entire brochure along with your gift to the eligible organization. A separate form must be completed for each gift.

The recipient organization will complete Section B and forward the entire form to the BAE Systems Matching Gift Plan

Matching grants are processed on a monthly basis. You will receive an acknowledgement letter from the Matching Gift Plan after the gift has been matched.

Administrative Conditions

BAE Systems reserves the right to amend, suspend or terminate the Matching Gift Plan at any time without prior notice. BAE Systems shall rule on all questions regarding interpretation, eligibility and administration of the Plan, and decisions are final. An advance determination regarding what constitutes a qualified contribution or an eligible organization may be obtained by contacting:

BAE Systems Matching Gift Plan
(address and phone number on back).