

## MATCHING GIFT PROGRAM

BNSF Foundation has established a program designed to encourage employees to give financial aid to qualified nonprofit organizations.

### WHO MAY GIVE?

1. All regular, full-time employees of BNSF and its subsidiaries **with one year or more continuous active service**.
2. Part-time, temporary, contract or retired employees **are not eligible** to participate, nor are spouses or members of the employee's family.

### WHO MAY RECEIVE THE FOUNDATION MATCH?

#### EDUCATIONAL INSTITUTIONS:

All graduate and professional schools, four-year colleges and universities, seminaries and theological schools, junior and community colleges, all accredited private junior high or high schools and private elementary schools (K through 8<sup>th</sup> grade) provided they:

- have been accredited by the appropriate regional or professional associations;
- are located within the United States or one of its possessions; and
- are recognized by the Internal Revenue Service as 501(c)3 tax-exempt institutions to which tax-deductible contributions may be made.

Alumni funds, foundations or associations of private schools are eligible to receive matching gifts provided they:

- are recognized by the Internal Revenue Service as 501(c)3 organizations to which tax-deductible contributions may be made; and
- are properly certified as transmitting all funds to the institutions with which they are affiliated.

#### CULTURAL ORGANIZATIONS:

Museums of art, science, history, the rail industry and/or historic preservation; public or private libraries, public radio and television; performing arts, community theater and dance groups, provided they are recognized by the Internal Revenue Service as 501(c)3 organizations to which tax-deductible contributions may be made.

#### HEALTH AND HUMAN SERVICE ORGANIZATIONS:

Organizations that support programs addressing the health and well being of children, youth, elderly and families, domestic abuse prevention, literacy programs, hunger and homelessness, youth development, mental health, developmental and physical disabilities, job training, substance abuse, hospice care, and HIV/AIDS organizations provided they are recognized by the Internal Revenue Service as 501(c)3 organizations to which tax-deductible contributions may be made. Faith-based organizations that provide human services will be considered, provided the organization or program holds a 501(c)3 status with the Internal Revenue Code and the matching funds will not be used for proselytizing.

#### CONSERVATION and ENVIRONMENTAL GROUPS

Organizations in the United States whose mission is the conservation, protection, restoration and management of our wetland resources, natural resources and land preservation. Animal welfare organizations that provide rescue, shelter and adoption and whose purpose is the prevention of cruelty to all creatures. Organizations must be recognized by the Internal Revenue Service as 501(c)3 organizations to which tax-deductible contributions may be made.

Revenue Service as 501(c)3 organizations to which tax-deductible contributions may be made.

### HOSPITALS:

Private, tax-exempt (section 501(c)3) hospitals listed as accredited by the Joint Commission on Accreditation of Hospitals.

### WHAT CONTRIBUTIONS ARE MATCHED?

1. Personal contributions of \$100 (minimum) to \$20,000 (maximum) per individual employee per calendar year.
2. Within the \$20,000 maximum, contributions of less than \$100 may be made to one or more eligible organizations, but the Foundation will only match the contributions when they reach \$100.00 per organization. The employee is responsible for keeping track of their giving. **The Foundation will not keep track of employees' contributions of less than \$100.00.**
3. **Contributions must be a personal donation from the individual employee and may not be a collection of monies from other people, sources, or groups of employees.**
4. Contributions must be a stated sum of money or securities actually given, not merely pledged. The value of a securities contribution will be based on the cash equivalent of its market value at the close of the market on the date of the contribution, or on the last preceding day on which such securities were sold, or the published bid price for such securities on the date of the contribution.
5. Contributions made to organizations based in the United States, and which funds will be used for international aid.
6. Contributions to the American Red Cross will be matched throughout the year.

### WHAT CONTRIBUTIONS ARE NOT MATCHED?

**The Foundation does not match contributions made to the following:** Religious entities for proselytization purposes, United Way, any athletic activities (programs, scholarships or facilities), capital campaigns, any public schools or public education programs, Chambers of Commerce, Community Foundations, alumni and class dues, subscriptions, tuition, tithes or church-related commitments, bequests; fraternities, sororities, any in-kind contribution based on cash-value of item and contributions which provide any benefit to the employee. Any fees charged by a third-party entity such as PayPal or Donor Bridge will not be matched.

### PROCEDURE

1. Donor completes **Part 1** and mails the entire form with the contribution to the designated institution.
2. If the employee gives online directly to the recipient organization, a printed receipt must accompany the matching gift form which can be mailed directly to the Foundation.
3. A responsible financial officer of the recipient organization completes and countersigns **Part 2**, thereby certifying receipt and intent in accordance with Program conditions. The organization returns the entire form, **along with proof of the donation to: BNSF Foundation, 2650 Lou Menk Drive, Fort Worth, TX 76131-2830.**
4. BNSF Foundation may amend or terminate this Program at any time. The interpretation, application and administration of the Employee Matching Gift Program shall be determined by the Foundation, and its decisions shall be final.
5. Contact information: Deanna Dugas, Manager BNSF Foundation; deanna.dugas@bnsf.com.

# BNSF FOUNDATION

2650 Lou Menk Drive, Fort Worth, TX 76131-2830

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## Employee Matching Gift Program

**Part 1 - To be completed by employee, then forwarded to nonprofit organization with contribution.**

Employee Name

Employee "B" Number (if not known, please contact your Human Resources representative.)

Full Home Address: **No. & Street, City, State & Zip Code**

Telephone Number

Division, Department & Location

Exact Date of Contribution (If listing more than one, provide the date of EACH INDIVIDUAL CONTRIBUTION.)

\$  
Amount of Contribution (If listing more than one, provide the amount of EACH INDIVIDUAL CONTRIBUTION, not a grand total.)

**Do you or any member of your immediate family have a relationship or association with the charity receiving your contribution? If so, describe the nature of the relationship:** \_\_\_\_\_

I certify that the information submitted is correct and represents my personal contribution under the provisions of the program:

Employee Signature (**Must be original – copied signatures cannot be accepted.**)

Date

**Part 2**

Complete Name of Institution/Organization

Telephone Number

Name of Fund or Designation, If Any

Address to where payments are accepted.

Securities – Company Name, Type, Number of Shares and Value

**To be completed by institution/organization and returned to BNSF Foundation. Attach a copy of the donor's check or a receipt showing the exact amount and date of the contribution, as well as a copy of your 501(c)3 if you have not previously supplied one. Failure to provide the necessary documentation will result in the form being returned to you, which will delay your receiving the Foundation's match.**

Please record whether the donor received a benefit based on the cash-value of an item or in-kind contribution (for example: CD's, mugs, t-shirts, DVDs, magazine subscriptions, gifts, place at a gala dinner, or any other amenities that have cash value.)

Benefit: \_\_\_\_\_ Cash Value: \_\_\_\_\_

I confirm receipt of the above stated gift and certify such gift will be transmitted to payee.

Authorized Signature

Title

Date

Printed Name of Authorized Signer

(Did you remember to attach a receipt of the contribution?)