

Part A: Employee

Donor Instructions:

- Complete Part A of this form – one for each gift.

Please print or type.

- Send the form and a copy of the program guidelines in this brochure with your contribution to the recipient organization. Match requests must be received within three (3) months of the date of payment.

Full Name Ms. Mr.

Employee ID# Employee Director

Business Division and Location

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Business Telephone Number, Including Area Code

Home Address

City Zip State

E-mail address

Exact Date of Gift

\$ \$
Amount of Gift (Min \$25) Amount to be Matched (Min \$25)

To be Matched: two-for-one (\$100-500 only) one for one

Type of gift - Please check one:

Check Credit Card Securities

If Securities, Number of Shares and Name of Security

Name of Organization

Organization City, State

I certify that neither my family nor I will derive any direct or indirect financial or material benefit from this contribution. I authorize the above-named recipient organization to report this gift to The Baxter International Foundation for the purpose of applying for a matching gift. I certify that my gift is a voluntary contribution, that it fully complies with the provisions of the program described herein, and does not represent in any way a fee for a service or benefit. In addition, I certify that I have not been nor will be reimbursed by anyone for this contribution. I have read and understood the guidelines of The Baxter International Foundation Matching Gifts Program.

Signature of Employee Date

Privacy Statement: *The personal information you provide will be used by The Baxter International Foundation, its Matching Gifts Program Administrator – The JK Group, Inc., and the receiving institution for purposes of processing the matching gift.*

Part B: Recipient Organization Section

Recipient Organization Instructions:

- Verify receipt of gift.
- Complete Part B of this form. *Please print or type.*
- *If this is your first matching gift request to The Baxter International Foundation Matching Gift Program, please enclose a copy of your Internal Revenue Service 501c.3 Determination Letter and a brief description of your organization's primary mission statement or purpose.*
- *Mail form to the address printed below. Match requests must be received within three (3) months of the date of payment.*

Employer Identification Number (EIN)

Organization Name

Address

City/State/Zip

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Telephone Number, Including Area Code Fax, Including Area Code

E-mail Website Address (if any)

Date Gift Received

\$ \$
Amount of Gift Tax Deductible Gift Amount

I hereby certify that this organization meets the eligibility requirements of The Baxter International Foundation Matching Gift Program, and that neither the donor nor The Baxter International Foundation will derive any personal material benefit from this gift or match.

Authorized Officer's Name (Please Print)

Title (Please Print)

Signature of Authorized Officer Date

Mail Completed Form and Any Required Enclosures to:

The Baxter International Foundation Matching Gift Program
P. O. Box 2325
Princeton, NJ 08543-2325

Phone: 866-297-7220

E-mail: Baxter@easymatch.com

Web Site: www.easymatch.com/baxter



The Baxter International Foundation's Matching Gift Program is an opportunity to increase the impact of your charitable contributions. Through the program, The Foundation "matches" your gifts up to certain limits. The program helps you support deserving organizations, and it helps the Foundation enhance its participation in the life of the community. Here are some specifics:

Who Can Participate

All regular full-time or part-time employees of Baxter and their business units are eligible to make donations. Company directors are also eligible.

Eligible Organizations

Recipient organizations must be nonprofit organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501c3 of the IRS Code or as an instrumentality of a federal, state, or local government as provided by Section 170c1 of the Code, and must be organizations in one of the following three categories:

- **Schools serving elementary, secondary and postsecondary students.** Degree-granting postsecondary institutions-which include graduate and professional schools, four-year colleges, two-year community colleges and postsecondary technical schools-must be listed by the American Council on Education as accredited and must offer at least a two-year course of study. Elementary and secondary schools must provide a course of instruction leading ultimately to a high school diploma.
- **Hospitals and health care agencies,** such as substance abuse treatment centers, hospices and mental health agencies, or organizations involved in education, medical research, prevention, rehabilitation or treatment of disease or disabilities. Gifts to hospitals must be made either to a non-profit hospital or the foundation of an investor-owned hospital listed in the *American Hospital Association Guide to the Health Care Field*.
- **Cultural organizations engaged in cultural activities for the benefit of the public.** Such organizations include dance, theatre, and opera companies, botanical and zoological societies, public arts councils, chamber and choral groups, symphonies, historical societies and preservation groups, libraries and museums, and public broadcast stations such as those affiliated with National Public Radio or the Public Broadcasting System.

What Contributions are Eligible?

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged and must be made directly to the approved organization.
- The minimum gift eligible for matching is \$25. For gifts of installments, each installment must be submitted on a separate form and meet the \$25 minimum gift requirement.
- In any calendar year, the first \$500 you give is matched two-for-one (the Foundation gives \$2 for every \$1 you give), as long as your gifts are at least \$100 each. Contributions between \$25 and \$99 are matched dollar for dollar – the Foundation gives \$1 for every \$1 you give.
- After your first \$500 in contributions the Foundation matches your gifts dollar for dollar. The maximum amount matched per donor per calendar year is \$5,000. If you make several contributions, gifts will be matched in the order received, up to the maximum donor limit for the calendar year.
- The donor's limit is based on the date of the gift.
- Gifts must be in the form of cash, check, credit card, or marketable securities with a quoted market value at the time the gift was made. No other form of personal or real property will be matched.
- No gifts can be matched retroactively beyond **three months**.

What is Not Eligible for Matching?

The Foundation does not match:

- Gifts of less than \$25
- Gifts made with funds provided to the employee for donation purposes by other individuals (pooling funds)
- Gifts made in lieu of tuition payment for services, books or other student fees
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts to athletic scholarship funds or athletic programs
- Gifts to educational foundations (only gifts to individual schools are matched)
- Gifts or payments for political or religious purposes
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations

How The Program Works

Matching Gifts requests can be submitted via the internet through an online web-based process or by paper.

By Internet (preferred method):

Alternatively to this paper-based process, Matching Gifts requests can be submitted electronically at www.easymatch.com/Baxter or go to the Baxter intranet site, click on Best Citizen, click on Baxter Foundation, click on Employee Programs and then Matching Gifts Program. The online process is not only faster and easier, but you can also find program-related information such as Guidelines, FAQs, your up to date personal giving history, and search for charitable organizations.

By U.S. Mail:

You should:

- Complete Part 1 of the *original* application form (downloaded forms are acceptable).
- Mail the *original or downloaded* application form, with the donation and any other necessary documentation, to the organization of your choice that meets the criteria listed in the guidelines. Faxed copies will not be accepted. The matching grant to be provided by The Baxter International Foundation Matching Gifts Program will be designated for unrestricted support.

The recipient organization should:

- Complete Part 2 of the *original or downloaded* application form.
- The authorized officer of the charity must verify the donation, sign the application form and return the *original or downloaded* form to: The Baxter International Foundation Matching Gift Program, P.O. Box 2325, Princeton, NJ 08543-2325

Match requests must be registered within three (3) months of the date of the payment. Gifts registered after that time will not be honored. All gifts must be verified by the recipient organization in order to be matched by The Baxter International Foundation.

For more information, please contact the Matching Gifts Program via e-mail at Baxter@easymatch.com or toll-free 866-297-7220

Administrative Conditions

While the Foundation expects to continue its matching gift program, it reserves the right to interpret, apply, amend, modify or revoke these guidelines at any time or terminate the program without prior notice. The interpretation, application and administration of the program will be determined by the Foundation's Board of Directors.