

CA Technologies Guidelines

- CA Technologies employees must complete the online matching gifts application within **90 days of the actual date that you make the contribution**. If you do not complete the online matching gifts application within 90 days, your contribution will not be matched through the CA Technologies Matching Gifts Program.
- Once you complete the online application and it is registered through the matching gifts site, a confirmation letter will automatically be sent to the nonprofit organization/school/hospital for verification.
- The nonprofit organization then has **90 days from the date of the confirmation letter** to send back the completed form and affidavit to CA Technologies Matching Gifts Program. Nonprofit organizations that do not submit their completed form and affidavit back to CA Technologies within the 90 day term will be ineligible through the CA Technologies Matching Gifts Program.
- CA Technologies matching gift checks are distributed quarterly.

Processing a Matching Gift

1. The form is entered into our system by JK.
 - If we do not need any more information from either the employee or the organization, the match request is placed in the **okay to pay** status.
 - If we need information from either the employee or the organization, the match is placed in the **pending** status. This information could range from needing an original signature, to needing information from the organization to verify their eligibility for the program. The match request remains in the **pending** status until we either receive the information requested, or the match is declined. If we receive the requested information, the match request is placed into our **okay to pay** status. If we decline the match it is placed into the reject **pending** status. The request can remain in this status for up to one week. At that time, the supervisor will approve the rejection and then the match will be **closed**.
2. The employee enters the form into our system via the web.
 - It is automatically placed into the **pending** status.
 - Within five days after the request is entered, a verification letter is sent to the organization. The match will remain in the **pending** status until the verification letter is received. At that point the match is placed into the **okay to pay** status unless we are requesting some more information from the organization to verify its eligibility for the program (in which case, it will remain pending until we receive the needed information).
3. At the end of each quarter, after the client approves the new organization report, the match requests to be paid for that quarter are placed into the **payable** status.
4. They remain in this status until the checks are paid. At that time, the status will change to **check paid**.
5. Once we receive notice that a check has been cashed, the status will change to **check cleared**. It will remain in that status forever.
6. If the check has been paid, but for some reason it was not received by the organization and they request us to reissue the check, the status will change to **Paid/RcdReissueLtr**.
 - This means that we have received the request to reissue the check and we are working on the request.
 - Once the check has been **reissued**, the old payment's status will change to **reissued**, and the new payment's status will change to **check paid**.
 - Once the status is reissued, it will remain that way forever.
7. If the check is paid and mailed to the organization, but it is returned in its original envelope, the status is changed to **Paid/Returned**.

- This means that we have received the check back due to a bad address and we are researching the organization to find their correct address.
 - Once we obtain the correct address, we return the check to the charity and the status changes back to **check paid**.
8. If the check has not been cashed, we are unable to find an address and it has been quite some time, the client can approve to void out the check. At this point, the status will be changed to **void – no reissue**. The money is credited to the client's trustee account and the status will remain **void – no reissue** forever.