



# Executive Matching Gifts Program



constellationenergy@easymatch.com • <https://caring.constellation.com/matchinggifts/> • toll free 1-866-545-9206

## TO BE COMPLETED BY ELIGIBLE EXECUTIVES AS DEFINED BY THE HUMAN RESOURCES COMPENSATION UNIT

### PART A – To be completed by Employee

[PLEASE PRINT]

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Is this a new address?     Yes     No

Company \_\_\_\_\_

Telephone Number [WORK] \_\_\_\_\_

Telephone Number [HOME] \_\_\_\_\_

E-mail Address \_\_\_\_\_

Purpose of Gift \_\_\_\_\_

Note: Gifts for alumni or athletic purposes will NOT be matched. Please read reverse side of form.

### Recipient Information

Name of Organization \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

### Amount of Gift [MINIMUM OF \$50]

\$ \_\_\_\_\_

Type of gift:     Cash     Check     Credit Card     Securities

For Securities:

Name of Security \_\_\_\_\_ # of shares \_\_\_\_\_

Date of Gift \_\_\_\_\_

I have read the Constellation Energy Matching Gift Program guidelines and hereby state that this contribution fully complies with the provisions of the program, is mine alone, and does not include resources from other people or institutions, does not represent payment of tuition or a payment in lieu of tuition, and does not represent a payment directly or indirectly for services.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

### PART B – To be completed by qualified 501(c)(3) recipient organization

[PLEASE PRINT]

EIN # \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Financial Officer/Delegate \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Web Address \_\_\_\_\_

### AMOUNTS MUST AGREE

\$ \_\_\_\_\_

I certify that the gift described here in the amount of \_\_\_\_\_ was received by this organization as a personal gift from the contributor named on this form. I further certify that this organization is a qualified 501(c)(3) organization and a copy of the IRS Determination Letter is attached for your review. In addition, I certify that this organization is in full compliance with the anti-terrorism laws legislated by the USA Patriot Act.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

### ORIGINAL FORM must be returned to:

Constellation Energy  
Matching Gifts Program  
P.O. Box 7586  
Princeton, New Jersey 08543-7586

Call toll free at 1-866-545-9206.



We are pleased your organization has received a gift from a Constellation Energy employee. **Please attach a copy of your organization's 501(c)(3) IRS Determination Letter, if we do not already have a copy, along with any additional written support required for processing this gift.** Upon receipt of this completed form, Constellation Energy will match this gift in accordance with the company's Matching Gifts Program guidelines.

See guidelines on reverse side.

# Constellation Energy's Executive Matching Gifts Program Guidelines

Constellation Energy's Executive **Matching Gifts Program** is designed to support vice presidents, managers, directors, and other selected executives in their charitable giving to nonprofit organizations by matching the gift dollar-for-dollar, within the guidelines specified.

**Participant Eligibility:** Participant must be an eligible executive as defined by the Human Resources Compensation Unit. Spouses' gifts, with the exception of securities, are not eligible for matching funds.

**Organization Eligibility:** Any nonprofit organization located in areas where the company has significant business interests is eligible. Written proof of the organization's 501(c)(3) tax-exempt status (an IRS Determination Letter) must be submitted with the completed form. Only nonprofit hospitals accredited by the Joint Commission on Accreditation are eligible. Written proof of accreditation is requested.

All community colleges and non-proprietary four-year colleges or universities, graduate or professional schools located within the United States (including its possessions) and Canada are eligible. The higher education institution must be accredited or approved by a national accrediting agency or operated under public control to be eligible for matching funds.

Constellation Energy will not match contributions to religious organizations in support of religious causes or contributions that are given to the religious organization's general funds. Community-based programs sponsored by a religious organization operating under a separate 501(c)(3) status may be eligible for matching funds. Written proof of the separate 501(c)(3) status is required. Gifts to qualifying community foundations may be for operating or unrestricted funds or to a separate endowment fund. Contributions from approved donor advised funds or other qualified funds to 501(c)(3) organizations are eligible, with corporate recognition. Please note "purpose of gift" field on front of the form as "from donor-advised fund." Constellation Energy will not match contributions to sports teams or athletic activities, individual schools or individuals. Contributions made directly to any general United Way fund are ineligible.

The company expects organizations receiving matching funds to be in compliance with the requirements of the Americans with Disabilities Act, Equal Employment Opportunities Act, and other federal, state, and local laws and regulations. Recognizing Constellation Energy as a contributor is required.

**Company Contributions:** The company will match, dollar-for-dollar, direct personal contributions only. Matching funds will not be made for gifts pledged or deferred, annuities, payments for events, dues of any kind or tuition fees. If the gift is for a college or university, the contribution must be for education purposes, and cannot be used to support extracurricular activities (e.g. athletics, clubs, sororities, fraternities, alumni groups, etc.). Gifts can be made by cash, check or securities having a public quoted market value. If in securities, the value of the gift will be considered the last-quoted market value on the date the gift was made.

Individuals may contribute to more than one organization, but must contribute a minimum of \$50 to each qualifying organization. The maximum aggregate gift total that will be matched for an eligible executive is \$15,000 in any calendar year.

**Procedure:** As an executive, you are encouraged to make your executive matching gift request online by following the directions listed below. Giving online helps reduce administrative costs and increases functionality and accuracy.

To submit online:

- Open – myConstellation
- Select – People
- Select – Employee Involvement
- Select – Matching Gifts
- Click on – Submit a New Request

Follow these simple steps to complete the submission of your matching gifts request:

- **Step 1:** Select the method of your donation. If you have already submitted your donation directly to the organization using the Matching Gifts form, please choose the first two options to request the company match. The institution receiving the gift and form must return the Matching Gifts form attesting to the receipt of the gift. If you would like to make your donation online via credit card, please choose the third option. Once you complete the steps, you will receive confirmation of your matching gift request via email. Everything else will be handled for you.
- **Step 2:** Select a charity. (1) You can view or select from a list of nonprofit organizations that you have donated to previously; (2) You can search from the list of all nonprofits within Constellation Energy's database; or (3) You can type in a new charity if the organization is not in Constellation Energy's database.
- **Step 3:** Enter the information pertaining to your contribution (Gift Date, Gift Amount, Requested Match Amount, etc.).
- **Step 4:** Confirm your request.

You will receive a confirmation of your matching gift request via email. Everything else is handled for you. Please contact the Matching Gifts Administrator toll-free at 1.866.545.9206 with any questions you may have. The recipient organization must return the form with all required support materials for review to: Constellation Energy Matching Gifts Program, P.O. Box 7586, Princeton, New Jersey 08543-7586. After eligibility has been confirmed by the company, the matching gift will be approved. Payments are made on a quarterly basis, with checks mailed the 3rd week of the month following quarter end; i.e., 1st quarter – April 17th. Participants using paper forms will not receive a confirmation at the time of the match. At the end of each year, a giving history for that year will be provided to you. However, participants, with internet access, can access their giving history at any time via <https://caring.constellation.com/matching/gifts/>.

**Limitations:** The company reserves the right not to match gifts to any organization it may determine, in its sole discretion, is not an appropriate recipient for charitable funds. The company also reserves the right to limit the amount of money it will contribute to the Matching Gifts Program in any calendar year, to amend or terminate the Program at any time, and to make such interpretation in the administration of the Program as may be required.