



## Matching Gifts Program for Cymer Employees

The Matching Gifts Program for Employees of Cymer, Inc. exists to broaden the company's support of civic, cultural, educational, environmental, and health initiatives and give employees a voice in the distribution of the company's financial contributions to qualified organizations.

### **EMPLOYEE ELIGIBILITY**

All active and full time employees may participate in this program. Eligibility will begin on your date of hire with Cymer. Spouses and other dependents are not included. Participation in this program is completely voluntary and will be at the initiative of the employee.

### **QUALIFYING ORGANIZATIONS**

Charitable contributions made by company employees to qualified organizations in the areas of civic, cultural, educational, environmental, and health that meet gift eligibility will be matched dollar-for-dollar for a minimum contribution of \$25 up to a cumulative amount as high as \$1,000 per employee for gifts made in any given calendar year.

### **GIFT ELIGIBILITY**

**Only cash gifts will be matched.** Gifts should be sent directly to the organization.

Gift recipients must be recognized by the Internal Revenue Service as nonprofit and tax-exempt, under IRS Code Section 501(c)(3). Cymer will not match gifts to organizations it does not believe to be in the best interests of the corporation, its employees, shareholders, customers, or the communities in which it does business. Cymer Community Relations will not fund organizations that practice discriminatory, exclusionary, or partisan policies such as religion, age, gender, sexual orientation, marital status, physical or mental disabilities, race, color, national origin, political or fraternal purposes; or whose tax-exempt status has expired. If employees have questions about eligibility, they should contact the Cymer Community Relations Department. Contact information is listed below under HOW TO APPLY.

Only the charitable portion of the contribution made is qualified as tax-exempt under the IRS code and represents the only part of the gift eligible for a match. For federal income tax purposes, this means that the portion matched will not include the fair market value of benefits received in return for the contribution (such as the value of food, tickets, membership, tuition or other tangible return).

Matching contributions from the company will be designated for the same purpose stated by the donor. Gifts cannot be designated to an individual. The company will also not match in-kind contributions, such as equipment, library books or art collections.

### **ADMINISTRATION**

Cymer's Community Relations Department administers the Matching Gifts Program. Gifts are matched in the quarter following receipt of an organization's verification that a gift has been received by an employee. The final determination regarding match eligibility will be made by Cymer. The program may be changed, suspended or discontinued by Cymer at any time.

### **HOW TO APPLY**

The employee should fill in Section A of the Matching Gifts Program form and send it together with the donation to the eligible organization. The designated organization will review the form and complete the gift receipt verification in Section B. The organization should then send the form to Cymer, Community Relations, 17075 Thornmint Court, San Diego, CA 92127. Applications for gifts made in any given year must be received by Cymer by April 1 of the following year in order to qualify for a match. After verifying the gift and its eligibility, the company will match funds contributed in accordance with the provisions listed above.

Additional copies of this form may be obtained from the Forms Library section of the Cymersource page of the [www.cymersource.com](http://www.cymersource.com) website, by sending an email to [CymerCommunity@Cymer.com](mailto:CymerCommunity@Cymer.com) or by calling 858-385-7103. When placing calls or sending email communications, be sure to provide your full name, phone number and inter-office mail location.

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### DIRECTIONS:

Please review the reverse side of this application for employee, organization, and gift eligibility before completing this form to ensure proper processing and matching by the program. Please type or print clearly. NOTE: Incomplete forms will not be processed and will be returned to the Originator.

**SECTION A – EMPLOYEE APPLICATION:** Employee completes Section A and sends the form with a gift of \$25 or more to the designated nonprofit organization.

**SECTION B – ORGANIZATION VERIFICATION:** Organization verifies gift in Section B and returns form to the following address: Cymer, Community Relations, 17075 Thornmint Court, San Diego, CA 92127.

**SECTION C – CORPORATE MATCHING GIFT:** Match eligibility is confirmed by Cymer and if affirmative, a matching gift is made to the nonprofit organization. Cymer will also forward an acknowledgement to the employee of the matching gift. Contributions will be made on a quarterly basis throughout the year.

### SECTION A: EMPLOYEE APPLICATION

To be completed  
by the employee

Donor/Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Department Name and Number: \_\_\_\_\_ Work Phone Number ( ) \_\_\_\_\_ Mail Location: \_\_\_\_\_

Employee Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Organization (Legal Name): \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Gift Amount: \_\_\_\_\_ Gift Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION B: ORGANIZATION VERIFICATION

Verification  
To be completed  
by the organiza-  
tion. Return form  
by April 1 of any  
given year for  
consideration of  
gifts made the  
previous year.

Name of Organization (Legal Name): \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_ certify that a contribution  
of \$ \_\_\_\_\_ was received by this organization on \_\_\_\_\_. The estimated fair market value of goods or  
services provided in exchange for this contribution is \$ \_\_\_\_\_ in the form of \_\_\_\_\_.

Print Name (First, Middle, Last) Title  
Gift Amount Date  
Amount Description

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

Send completed form to: Cymer, Community Relations, 17075 Thornmint Court, San Diego, CA 92127

### SECTION C: CORPORATE MATCHING GIFT

To be completed  
by the Cymer  
Community  
Relations  
Department

Matching Gift Verified  yes  no By (signature): \_\_\_\_\_

Completion Date: \_\_\_\_\_ By (signature): \_\_\_\_\_

### ACKNOWLEDGEMENT TO EMPLOYEE OF MATCHING GIFT

This is to advise you that Cymer, Inc. has issued a check to the above nonprofit organization in the amount of:

\$ \_\_\_\_\_ X \_\_\_\_\_

Match Amount Cymer Representative Signature Date