



Dolby Match Program – Financial Gifts Match Request Form

To encourage and support the generosity and charitable spirit of Dolby employees, Dolby Laboratories, Inc. is proud to offer the Dolby Match Program. Through this program, an employee may request a matching gift from Dolby following their act of giving a personal donation to an eligible charitable organization. Dolby employees may request a match for their financial gift via the program website at www.easymatch.com/dolby or by submitting this paper form.

How Does the Program Work?

Online:

Employees may request matching gifts through a quick, user-friendly, online request process at the Dolby Match Program web site (www.easymatch.com/dolby).

Following receipt of the request, the Dolby Match program administrator will contact the organization to verify receipt of the employee’s gift and verify that it is an eligible charitable organization.

Paper:

Employees may request matching gifts through a paper-form process as follows:

Employee Instructions

- Employee completes Part 1 of the form
- Employee mails the completed form and any other necessary documentation to the organization

Organization Instructions

- The organization completes Part 2 of the form, verifying that the gift was received
- The form must be signed by an authorized officer of the organization
- The organization mails the completed form to the Dolby Match Program at PO Box 3723, Princeton, NJ 08543-3723

Processing Match Requests

Eligible requests are processed on the following quarterly schedule.

Received By:	3/31	6/30	9/30	12/31
Processed By:	4/30	7/31	10/31	1/31

An organization must verify that it received a gift from the employee and provide documentation that it is an eligible charitable organization before Dolby will approve and process the match. Depending on the amount of time that it takes the organization to provide that information, it could take from one month up to six months for the employee’s match to be paid

Eligible Participants

All full-time and part-time employees of Dolby Laboratories, Inc. and its subsidiaries are eligible to participate in the Dolby Match Program upon date of hire. Spouses and immediate family members of eligible employees are not eligible.

Eligible Organizations

U.S. Charitable Organizations: Charitable organizations in the United States must be recognized by the Internal Revenue Service (IRS) as tax-exempt and designated a public charity under section 501(c)(3) of the IRS Code and not be classified as a private foundation

U.S. Educational Institutions: Any accredited school that is one of the following -

- Four-year college or university (must be a degree-granting school)
- Technical or community college

- K-12 school (elementary or secondary school)
- School or university foundation (must have 501(c)(3) tax status)
- PTOs, PTAs and other support organizations for K-12 schools (must have 501(c)(3) tax status)
- Both publicly funded and private nonprofit independent schools are eligible. All schools that are not publicly funded must have 501(c)(3) tax status

Non-U.S. Charitable Organizations and Educational Institutions:

- Charitable organizations and educational institutions not located in the United States must have received a ruling or determination letter from the United States Internal Revenue Service that it is a 501(c)(3), or
- If this letter is not available, an affidavit must be provided setting forth sufficient facts concerning the operations and support of the institution for the IRS to determine that the institution would be likely to qualify as an organization as described in Sections 501(c)(3) of the U.S. tax code. Dolby Match Program administrators will request this documentation to determine eligibility.

What Contributions are Eligible?

- Must be a donation, from the donor’s personal funds, which has been paid, and not simply pledged, directly to an approved organization
- The minimum gift eligible for matching is US\$25. For installment gifts, each match request must be submitted separately and meet the US\$25 gift requirement
- The maximum amount matched per donor per calendar year is US\$5,000. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum annual donor limit for the calendar year
- The donor’s limit is based on the date of the gift
- Matching gifts must be requested within one year of the gift date. Requests received after that time will not be honored
- Gifts must be in the form of check, credit card or cash

What Gifts are Not Eligible for Matching?

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations
- Payments for which donors, their families, or other individuals designated by donor receive a direct benefit; for example payment for services, tuition, books, and student fees
- Gifts or payments for primarily political or religious purposes, unless specified for a community outreach program, such as a soup kitchen or homeless shelter
- Subscription, membership or any other fees for which benefits are received (e.g., booster clubs, fraternities, etc.)
- Insurance premiums
- Bequest or life income trust arrangements
- Gifts of real or personal property
- Gifts made to support extra curricular or intercollegiate athletics or athletic scholarships



What Gifts are Not Eligible for Matching (continued)?

- Payment for auction items
- Cumulative gifts from several individuals reported as one contribution
- Gifts to organizations that discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical conditions, marital status, sex, age or sexual orientation
- Gifts to any organization that poses a conflict of interest for Dolby Laboratories, Inc. or our employees

Questions and Information

For more information, please visit the program web site at www.easymatch.com/dolby.

The website contains program related information such as Guidelines, FAQs, as well as the ability to view their personal giving history and search for charitable organizations.

For questions about the program, please contact the Dolby Match Program via email at dolbymatch@easymatch.com.

Administrative Conditions

Dolby reserves the right to determine whether any gift shall be matched. No match is guaranteed until approved by Dolby Laboratories. The interpretation, application and administration of this policy shall be determined by Dolby, and the decision is final. Dolby may suspend, amend, or discontinue the program at any time for any reason. Organizations approved in the past may not qualify for the Dolby Matching Gifts Program in subsequent years if new information is received regarding the loss of their tax status or change in their mission or programs that indicate the organization now falls outside of the guidelines. However, absent such new information, previously approved organizations are likely to be approved.



Dolby Match Program – Financial Gifts Match Request Form

Part 1 – DONOR SECTION

Instructions: Complete Part 1 of this form – one for each gift. Please print or type. Send the form and a copy of the program guidelines with your contribution to the recipient organization.

DONOR NAME

DOLBY E-MAIL ADDRESS

EXACT DATE OF GIFT

\$

\$

AMOUNT OF GIFT (MIN US\$25) AMOUNT TO BE MATCHED (MAX US\$5,000)

TYPE OF GIFT: PLEASE CHECK ONE:

CHECK/CREDIT CARD CASH

NAME OF ORGANIZATION

ORGANIZATION CITY, STATE

I hereby certify that:

- Neither my family nor I will derive any direct or indirect financial or other significant benefit from my contribution.
- I am not making the contribution to influence Dolby Laboratories, Inc.'s business prospects with a governmental agency or private enterprise, to obtain, directly or indirectly, any sort of concession, approval or benefit, or to influence the performance of official governmental duties.
- I authorize the recipient organization to report my gift to Dolby Laboratories, Inc. for the purpose of applying for a matching gift.
- My gift is a voluntary contribution that fully complies with the provisions of the program rules, and is not a direct or indirect fee for a service or benefit.
- I have not been and I will not be reimbursed by anyone for my contribution.
- I have read and understood the guidelines of the Dolby Match Program.
- Any misrepresentation in the above statements will terminate my rights to any matching contributions and, in addition, may result in violations of law.

SIGNATURE OF EMPLOYEE

DATE

***Failure to complete this form will delay processing.**

Part 2 – RECIPIENT ORGANIZATION SECTION

Instructions: Verify receipt of gift. Complete Part 2 of this form. Please print or type. If this is your first matching gift request to the Dolby Match Program, please enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organization's primary mission statement or purpose. If you are a non-U.S. charity and not registered as a 501(c)(3), please enclose proof of your registration as a nonprofit organization and documents describing your the mission, programs and activities of your organization. Forward this form and documentation to the address printed below.

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS/CITY/STATE/ZIP

TELEPHONE, INCLUDING AREA CODE

FAX, INCLUDING AREA CODE

E-MAIL

WEBSITE ADDRESSES (IF ANY)

DATE GIFT RECEIVED

\$

\$

AMOUNT OF GIFT

TAX-DEDUCTIBLE GIFT AMOUNT

I hereby certify that:

- This organization/program meets the eligibility requirements of the Dolby Match Program.
- That neither the donor nor Dolby Laboratories, Inc. will derive any personal material benefit from this gift or match.
- That this organization is in full compliance with the anti-terrorism laws legislated by the USA Patriot Act. In addition, by countersigning this Matching Gift Application, I agree that this organization will not promote or engage in violence, terrorism, bigotry or the destruction of any state, nor will it make sub-grants to any entity that engages in these activities.
- By requesting the matching gift, this organization is certifying that the matching gift will not be used to influence Dolby Laboratories, Inc.'s business prospects with a governmental agency or private enterprise, to obtain, directly or indirectly, any sort of concession, approval or benefit, or to influence the performance of official governmental duties.
- That I am authorized to attest to the above statements and have sufficient knowledge to do so.
- I have read and understood the guidelines of the Dolby Match Program.

AUTHORIZED OFFICER'S NAME (PLEASE PRINT)

TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED OFFICER

DATE

***Completed forms must be received within six (6) months of the date of gift. Failure to complete this form will delay processing.**

MAIL COMPLETED FORM AND REQUIRED ENCLOSURES TO:

Dolby Match Program
P.O. Box 3723
Princeton, NJ 08543-3723
Phone: 1-888-609-6646
E-mail: DolbyMatch@easymatch.com
Web Site: www.easymatch.com/dolby

