

Global Payments' Charitable Gift Matching Program



Global Payments is committed to helping the many communities in which we live and work to grow and thrive. In addition to our corporate philanthropic programs, we also support the individual efforts of Global employees through matching their personal contributions to charitable organizations. Our gift matching program was instituted to support our employees in their efforts to make their communities and the world a better place.

How To Match

Who is Eligible

Full or part-time (at least 20 hours/week) employees in the U.S. and Canada with twelve consecutive months of service at Global Payments Inc. or Global Payments Canada, GP (respectively). Each fiscal year, such U.S. and Canadian employees can submit a request to have their contribution matched by Global Payments Inc. or Global Payments Canada, GP (respectively), provided that the contribution is an eligible contribution made to an eligible organization. This program is limited to matching contributions of 100 total employees per fiscal year, and submission of a form does not automatically entitle an employee's charity to receive matching funds.

For purposes of this program, references herein to "the Company" shall be understood to refer to Global Payments Inc. for U.S. employees and to Global Payments Canada, GP for Canadian employees.

What is Eligible

Nonprofit organizations that are certified as tax-exempt by the U.S. Internal Revenue Service under Section 501(c)(3) and 509(a)(1, 2, or 3) of the Internal Revenue Code. The Company will match only one contribution per year for each eligible employee. The maximum match per fiscal year, per eligible employee is \$250.00 U.S. dollars.

Eligible organizations and contributions include:

- Public and private colleges, universities, junior colleges, secondary and elementary schools. Nursery schools and kindergartens if they are part of a qualified elementary school. Alumni associations must have a 501(c)(3) and 509(a)(1, 2, or 3) letter separate from the school.
- Scholarship funds, public radio and TV stations.
- Environmental, child care, literacy, AIDS and drug prevention programs; hospitals and health care organizations; museums, libraries, performing and visual arts organizations; botanical, historical, zoological and literary societies.
- Ongoing and independently run programs affiliated with religious organizations if the gift is restricted to a nonsectarian project that provides needed social services to the community at large on a nondiscriminatory basis without any religious teaching, directive or requirement to receive services (e.g. a soup kitchen, a homeless shelter, a food bank, etc).
- Social service or charitable organizations which are not associated with Global Payments' corporate programs (See ineligible organizations listed below).

What is Not Eligible

- Contributions from spouses, consultants, interns and temporary employees.
- Contributions which result in you or a family member receiving a benefit (e.g. auction items, dinner, raffle and/or sporting event tickets, journal ads, sponsorships, golf tournaments [including participation], parking privileges, memberships, tuition, etc.).
- Gifts to houses of worship (e.g. churches, synagogues, etc.).
- Contributions to religious programs or organizations whose principal purpose is propagating a particular religious faith, creed or doctrine (e.g. ministries, missions, church planting projects, religious orders, etc.).
- Dues and subscription fees.
- Gifts to fraternities, sororities, their affiliated foundations, political organizations and individuals.
- Grouped and pooled donations (e.g. contributions made by a group of employees or other persons and claimed as one gift from a single eligible donor).

- Contributions earmarked to an already established or to establish an employee's charitable gift, donor advised fund, community foundation or family fund.
- Deferred gifts (e.g. annuities, charitable remainder trusts, etc.), bequests and insurance premiums that name the organization as beneficiary.
- Tuition fees, loan repayments and payments in lieu of tuition.
- Organizations, private foundations or programs that fund terrorist groups or activities.
- Gifts for the private benefit of a specified individual.
- Charitable organizations associated with Global Payments' corporate programs such as the United Way, any Red Cross/Red Crescent organization, or the Woodruff Arts Center and its affiliates.



How to Contribute

- Contributions must be a personal donation (not made from a business account or merely pledged) of at least \$25.00, made via check, credit card, debit card or money order.
- Any short- or long-term pledge made to a nonprofit should be paid by your personal contribution only, and not include matching funds, e.g. a \$500 pledge should not include the \$250 gift matching contribution.
- Employees must complete part **A** of the form and forward it, along with the contribution, to the nonprofit organization. The Company will match only one contribution per year for each eligible employee. The maximum match per fiscal year, per eligible employee is \$250.
- The nonprofit organization must complete part **B** and return the form to the address on the bottom of the form.

Forms must contain original signatures and dates. Completed forms received from the nonprofit organization will be batched and processed on a quarterly basis.

Please Note: An official dated note from the nonprofit organization or a dated tax receipt may also be submitted as proof of the contribution.

A Note to Employees

This program is meant to encourage **personal** contributions and not to support direct business development. Contributions made from a business account are considered business contributions. Also, you cannot use this program to support sponsorship commitments for golf tournaments, auctions or any other events or projects, nor can you claim a business deduction for these contributions. It is important to make this distinction because of IRS regulations. **In addition, organizations will be sent and required to complete a Global Payments' grantee compliance form. Failure to complete this form will result in a rejection of the match.**

Abuse of this program will result in permanent termination of your gift matching privileges and may lead to other disciplinary action.

**If you have any questions, contact the
Global Payments Inc. Charitable Gift Matching Program
at CharityMatch@globalpay.com**



Form A: Global Payments Inc. Charitable Gift Matching Program

Please print or type. Failure to complete any part of this form will result in significant delays.



To Be Completed by Employee

Employees must complete part **A only**. Mail this form, together with your contribution, to the nonprofit organization.

Employee I.D. Number: _____

LAST NAME: _____

FIRST NAME: _____

HOME STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

eMAIL ADDRESS: _____

DATE OF HIRE: _____

STATUS: (check one)

☐ FULL-TIME

☐ PART-TIME (at least 20 hours/wk)

WORKSITE: (check one)

☐ ATLANTA ☐ OWINGS MILLS

☐ NILES ☐ OTHER LOCATION _____

TAX-EXEMPT ORGANIZATION NAME: (required) _____

RESTRICTION OR PURPOSE OF GIFT: (if any) _____

MONETARY CONTRIBUTION: _____

PAYMENT METHOD FOR GIFT:

☐ CHECK

☐ CREDIT CARD

☐ DEBIT CARD

☐ MONEY ORDER

IF CHECK, PROVIDE THE CHECK NUMBER: _____

TYPE OF CREDIT/DEBIT CARD:

☐ AMEX

☐ VISA

☐ MASTERCARD

☐ DISCOVER

☐ OTHER

CARD NUMBER: _____

REQUESTED FOUNDATION MATCH: _____

PLEASE NOTE: Contributions must be at least \$25.00 to an eligible, nonprofit organization. The Company will match up to \$250.00 per employee per fiscal year. Requests will be considered on a first-come, first-served basis. Submission of your form does not automatically entitle the organization to the matching funds.

I hereby certify that:

- The above donation is entirely **my personal contribution**, not made from a business account and is not in whole or in part the gift of another individual or the sum of the gifts of other individuals.
- All information is accurate, contributions are **not in lieu of tuition, fees or other personal obligations, and neither I nor a family member has received any personal benefits in exchange** (e.g. auction items, dinner, raffle and/or sporting event tickets, sponsorships, golf tournaments, parking privileges, memberships, etc.).
- To the best of my knowledge this nonprofit, its staff and its programs conform to the eligibility guidelines of the Global Payments' Charitable Gift Matching program and do not in any way fund or assist terrorist groups or activities.

I understand that abuse or failure to comply with any of the above may result in permanent termination of my charitable gift matching privileges and may lead to other disciplinary actions.

SIGNATURE (required)

DATE OF GIFT

Form B: Global Payments Inc. Grantee Compliance Form

Please print or type. Failure to complete any part of this form will result in significant delays.

To Be Completed by Nonprofit Organization

This **nonprofit organization** must fill out part **B** and forward the form to the Global Payments' Charitable Gift Matching program, along with Global Payments' Charitable Gift Matching program Form **A** at the address below.

NOTE: Please attach a copy of your IRS Federal Tax Exempt letter and a brochure describing your programs and mission.

TAX-EXEMPT ORGANIZATION NAME: (Required) _____

FEDERAL TAX I.D. (9-DIGIT EIN#): _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

eMAIL ADDRESS: _____

WEB ADDRESS: _____

MONETARY CONTRIBUTION: \$ _____

GIFT DATE: (____ / ____ / ____)

NAME OF CONTRIBUTOR: _____

RESTRICTION OR GIFT DESIGNATION: (If any) _____

TAX DEDUCTIBLE AMOUNT: (required) _____

I hereby certify that:

- We received the above contribution from the above employee of Global Payments Inc. and that the donation represents a charitable contribution and the donor derives no material benefit (e.g. auction items, dinner, raffle and/or sporting event tickets, journal ads, sponsorships, golf tournaments [including participation], parking privileges, memberships, tuition, etc.) as a result of this gift.
- This gift is not, in whole or in part, the gift of another individual or the sum of gifts of other individuals.
- This organization complies with the eligibility guidelines of the Global Payments' Charitable Gift Matching program and adheres to accepted financial and record-keeping practices and will furnish upon request an annual report, financial statements or a list of subcontractors and affiliates.
- This organization takes reasonable steps to ensure that grant funds or resources are not ultimately distributed to any organizations that support terrorist or violent activity.

I understand that abuse or failure to comply with any of the above may result in permanent termination of this organization's charitable gift matching privileges.

NAME: _____

TITLE: _____

SIGNATURE (required)

DATE

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