

# HONDA

## The Matching Gift Program

### Helping Your Community

#### Honda's Community Support Philosophy

It is the philosophy of Honda to encourage a sense of social responsibility in each associate and to honor our obligations to the communities in which we do business.

Honda has established a Matching Gift Program to honor that philosophy and to recognize individual associate's efforts to support nonprofit, charitable organizations within their communities. Honda's Matching Gift Program will help improve the quality of each community in which we live and work.

#### Matching Gift Program

Honda will match personal monetary donations to eligible organizations on a dollar-for-dollar basis up to an annual maximum of \$1,000 per fiscal year. The minimum personal donation that will be matched is \$50. The maximum personal donation that will be matched is \$1,000. (For example, if you donate \$100 to an eligible organization, Honda will also donate \$100.)

You may donate to as many eligible, nonprofit organizations as you desire per year, but the maximum aggregate personal donation per year is \$1,000.

All gifts must be personal contributions directly from the eligible associate and must be paid by personal check or credit card, (NO CASH). **You must supply your donation or proof of your donation to the recipient organization with this application. Your proof of donation may be in the form of an official receipt from the organization, a copy of your cancelled check or copy of your credit card receipt.** The Company will not match the value of securities, personal services, personal property, real property or testamentary gifts.

**Note: the Matching Gift Program is separate from the American Honda Special Health Matching Gift Program, which supports health-related nonprofit, charitable organizations and requires a different application. For more information on the Honda Special Health Matching Gift Program, please contact Corporate Community Relations at 310-781-4250.**

#### Associate Eligibility Requirements

To be eligible for the Honda Matching Gift Program, participants must be regular, full-time associates of American Honda Motor Co., Inc. or a covered, non-manufacturing affiliate or subsidiary and must have worked with the company for a **minimum** of six months.

## Organizations Eligible For Matching Gift Support

Eligible organizations include not-for-profit institutions and organizations located in the United States that are recognized as having tax-exempt status under Internal Revenue Code Section 501(c)(3).

For the purpose of this program, the following definitions apply:

- IRS Final Determination Letter 501(c)(3)
- Organizations which qualify as nonprofit and charitable receive from the Internal Revenue Service a letter which determines their non-profit, tax-exempt status. The numerical code of this letter is 501(c)(3).
- If you do not know the status of an organization to which you would like to donate money, simply ask them for their 501(c)(3) status. Additionally, each organization will be required to submit their IRS Determination Letter to Honda for review prior to receiving any Matching Gifts.

A nonprofit organization which is in the IRS Advance Ruling Period and has not yet received a Final Determination Letter from the IRS is not eligible for the Honda Matching Gift Program.

#### ● Community

Only those organizations incorporated and operating within the United States will be eligible for the Matching Gift Program. Organizations operating outside the United States or those whose funds are used outside the United States are not eligible.

#### ● Eligibility

The eligibility of nonprofit, tax-exempt, charitable organizations to receive Matching Gift Program will be at the sole discretion of Corporate Community Relations which will review all applications for Matching Gifts.

## Organizations Recognized Under The Matching Gift Program Are:

- Arts and cultural organizations that contribute to the community.
- Colleges, universities, technical, professional, and K-12 schools that support the education needs of the community.

## Organizations Not Eligible For Matching Gift Support

The Matching Gift Program does not cover organizations ineligible for contributions under any state or federal law, religious organizations or affiliates, political organizations or think tanks and/or organizations that represent a conflict of interest with American Honda Motor Co., Inc. or an affiliated company.

An organization whose goals, objectives or purpose represent a conflict of interest to the goals, objectives, purpose or philosophy of any Honda non-manufacturing company, affiliate or subsidiary will not be eligible for Matching Gifts. Additionally, any organization whose goals, objectives or purpose could be politically damaging or controversial for any Honda non-manufacturing company, affiliate or subsidiary will not be eligible for Matching Gifts.

The Matching Gift Program will not match gifts to United Way campaigns and other federal fund drives or to institution outside the United States

## To Apply For The Matching Gift Program

To apply, complete the Associate Donor Section on the attached application and submit the application together with your donation to the recipient organization. The recipient organization must complete the application, attach a copy of their 501(c)(3) Final Determination Letter from the IRS, proof of your donation and return the package to American Honda.

Upon receipt, Corporate Community Relations will review the application to determine the eligibility of the gift to be matched.

#### Administrative Conditions

A separate form must be completed for each Matching Gift. For gifts of \$500 or more, an officer of the recipient organization with fiduciary responsibility must provide a brief description of the organization's charitable purpose. **American Honda must receive the completed Matching Gift application from the recipient institution no later than 90 days after the date of the associate donor's gift.** A gift will not be matched unless the organization has received a Final Determination Letter from the IRS approving their not-for-profit, 501(c)(3) tax-exempt status.

Matching Gifts will be paid on a quarterly basis.

The associate donor will be advised in writing on a quarterly basis, coinciding with the Matching Gifts Program payment schedule, if the request has been approved or declined and why.

The aggregate amount of company funds available for the Matching Gift Program and Special Health Matching Gift Program is \$125,000 per fiscal year. Once that total is reached, both Programs will be closed for the remainder of that fiscal year.

#### Additional Information

The company encourages associates to make personal donations to eligible, charitable organizations, but participation in the Matching Gift Program is truly voluntary and is not required as a condition of employment.

The Company reserves the right to determine whether or not a gift will be matched, only gifts made in the current fiscal year are eligible for matching. Further, the Company reserves the right to suspend, change, revoke or terminate the Matching Gift Program at any time.

### Honda's Matching Gift Program Application

Associate Donor Section - to be completed by the Associate.  
 When completed, submit this application together with your donation to the recipient organization.

Please print or type all requested information.

Associate Name: \_\_\_\_\_ Mailstop: \_\_\_\_\_  
 Associate Number: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Complete Work Location Address: \_\_\_\_\_  
 Hire Date (Month/Day/Year): \_\_\_\_\_  
 Organization's Name: \_\_\_\_\_  
 Organization's Telephone Number: ( ) - \_\_\_\_\_

Recipient Organization's Goals and Objectives: \_\_\_\_\_

Which Matching Gift eligible organization have you selected?

(Check only one per application)

Arts and Culture  Education

Contribution Date: \_\_\_\_\_  
 Contribution Amount: \$ \_\_\_\_\_

Read the following paragraph carefully and sign and date the application where indicated.

I will receive no tangible benefit for my gift contribution and the organization, noted above, does not discriminate on the basis of race, sex, creed or color. My gift is voluntary and made from my own resources.

Associate's Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail this entire brochure to the recipient organization. They will complete the remainder of the application.

### Honda's Matching Gift Program Application

Recipient Organization section - to be completed by the Organization.

Please complete all requested information. Attach to this application, a copy of your IRS Final Determination Letter or nonprofit status 501(c)(3) and a proof of Associates' contribution. If the Matching Gift amount is in excess of \$500, please also attach a brief written description of your organization's charitable purpose.

Send the completed application with all requested documentation within 90 days of the date of the associate donor's gift to:

American Honda Motor Co., Inc.  
 Corporate Community Relations Department  
 1919 Torrance Blvd., M/S 100-3C-7B  
 Torrance, CA 90501

On behalf of your organization, please certify that:

You have read and understand the description of Honda's Matching Gift Program.

You did receive the financial gift in the amount noted by our associate. If the associate has not attached proof of donation, please provide a receipt when submitting completed application to American Honda Motor Co., Inc.

The gift complies with all our guidelines applicable to your organization.

Your organization is designated tax-exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.

You received funds \$ \_\_\_\_\_ from the associate on \_\_\_\_\_ (Date)

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

Organization's Telephone Number: ( ) - \_\_\_\_\_  
 Organization's Objectives: \_\_\_\_\_

Organization's Executive Director (or Comparable Official): \_\_\_\_\_  
 (Print or Type Name & Title)

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

### Honda's Matching Gift Program Application

Recipient Organization section - to be completed by the organization.

The Corporate Community Relations Department is interested in learning more about the demographics of the recipients of our philanthropy in an effort to improve and learn from our applicants about the needs facing the socially and economically disenfranchised. We ask that you help us with this task by completing the target population evaluation section that follows.

Please check the appropriate box (es) and give the percentage of giving.

- African American/Black %
- Asian/Pacific Islander %
- Caucasian %
- Hispanic/Latino %
- Native American %
- Other %

Total 100%

For CCR use only:	
Corporate Community Relations	Date