

## Matching Gifts Program FAQs

### Why does Hyperion offer a Matching Gifts Program?

Through Hyperion's Matching Gifts Program, the company supports employee gifts to nonprofit agencies and schools throughout the U.S. and Canada and extends the reach of Hyperion corporate giving beyond our site communities. By matching employee gifts, employee and company resources are leveraged for maximum community benefit. By using the Matching Gifts Program, Hyperion employees can double their impact using Hyperion's support.

### Why should I give through Hyperion's Matching Gifts Program?

Hyperion's Matching Gifts Program is designed to make giving easy, convenient and meaningful to you, and the benefits of the program are numerous. One benefit is that Hyperion matches your donation to qualified institutions. This effectively doubles your contribution, while allowing Hyperion to support your community investments and involvement.

### Who is responsible for the guidelines?

The guidelines for the program are established by Hyperion's Charitable Giving Programs. These guidelines are reviewed on an annual basis. If you have any suggestions or questions about the guidelines, please send an e-mail to [Hyperion@easymatch.com](mailto:Hyperion@easymatch.com).

### How much will Hyperion match per year?

Hyperion will provide a maximum cap of \$1,500 per employee per fiscal year for their combined Matching Gifts. Financial gifts are matched on a 1:1 basis. Within the Matching Gifts Program, the minimum eligible gift is \$25.

### Who is eligible to participate in the Hyperion's Matching Gifts Program?

All regular, full- or part-time U.S. and Canadian-based Hyperion employees can participate. Temporary employees, interns, retirees and contractors are not eligible for the programs.

### What types of organizations are eligible to receive a grant?

Nonprofit organizations located in the United States or one of its possessions or Canada and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code or certified as nonprofit through Revenue Canada.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, civic, arts and culture, health and human service agencies, and environmental organizations.

### What is a 501(c)(3)?

A 501(c)(3) is a section of the Federal Tax Code which establishes the criteria for tax exempt charitable organizations. An organization must have 501(c)(3) status (be tax exempt) in order to receive matching funds. Note that not all 501(c)(3) organizations qualify for the program.

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### Are all gifts to eligible organizations matched?

Not necessarily. Even if an organization is eligible, certain types of gifts are not. Types of gifts that are not eligible for matching include:

- Gifts made in lieu of tuition payment for services
- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts or payments for primarily political purposes, unless specified for a community outreach program, such as a soup kitchen or homeless shelter
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real estate or personal property
- Cumulative gifts from several individuals reported as one contribution

### How do I determine the tax deductible portion of my donation?

A charitable gift for which the donor receives nothing in exchange is 100 percent tax deductible. The portion of a charitable gift that covers any goods or services received in exchange for a donation is not tax deductible. Examples include, tickets, dinners, golf tournaments, promotional items, subscriptions, dues, etc. The agency can tell you what portion of your gift is considered tax deductible if you are in doubt.

### How is the annual donor limit determined?

The annual donor limit is determined by the actual date of the donor's contribution to the recipient organization. For example, if you make a donation of \$1,000 on June 30, 2006 to an eligible institution, and you submit your matching gift form to them in July 2006, if approved, the matching gift award will be "charged" to your Fiscal Year 2006 limit. The Fiscal Year runs from July 1 through June 30.

### Why did the Matching Gifts limit change?

A review of the matching gift program indicated that the previous limit was not being used by the majority of employees. In order to more accurately budget for all employees to take advantage of the matching gift program, the limit was revised to offer each employee a \$1,500 matching gift limit each fiscal year.

### Can I submit the paper Matching Gifts Application Form that I used previously?

Hyperion is no longer using a paper-based process. All requests for a matching gift must be submitted electronically.

### How do I submit a request?

You may submit a request electronically using the website at <http://www.easymatch.com/Hyperion>.

### Can I make a contribution via credit card?

Yes, you may contribute to a school or nonprofit organization using your personal credit card directly from the Matching Gifts Program website and then request a Hyperion match in one easy step. Participation in the Matching Gifts Program requires a minimum donation of \$25.

### When will the organization receive my money?

Matching Gifts disbursements will be made on a quarterly basis to grantee organizations.

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### Will I be notified if my gift is not approved?

An email communication will be sent if the match has been declined.

### How long do I have to request a match once I've made a donation by check, credit card or cash?

Requests must be made within 90 days of the date of payment by check or credit card. Gifts registered after that time will not be eligible.

### Why do I have to submit separate requests for each gift made over a period of time to the same institution?

Each gift is a separate transaction. One submission per gift helps ensure that every gift donation is matched appropriately. Separate submissions also facilitate record keeping and comply with Hyperion's audit requirements.

### Why is it necessary to provide the exact date of my gift?

Hyperion requires the exact date of gift in order to determine if the gift is eligible to be matched. Hyperion's policy is not to match gifts that are more than 90 days old.

### Can I donate money to organizations located outside the United States?

Organizations must be U.S. or Canadian-based, but may serve needs worldwide.

### What ID number do I use to log in to the Employee Giving website?

Please use your Hyperion employee ID number as your user ID. The first time you log in you will be prompted to create a password. Every time you log in, you will need to provide your user ID and personal password to access the site.

### If I have a question about my donation or the program, whom should I contact?

Please contact the program administration office via email at [Hyperion@easymatch.com](mailto:Hyperion@easymatch.com) or call 1-866-337-0448.