

The JK Group, Inc.

Matching Gifts Program Guidelines

The JK Group Matching Gifts Program was established in the year 2000 to support the interests and concerns of employees by allowing them to request funds for nonprofit organizations they support with personal cash contributions.

ELIGIBLE DONORS

All active full-time and part-time employees.

ELIGIBLE ORGANIZATIONS

Eligible organizations must be located in the United States and be recognized by the Internal Revenue Service and 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.

HOW DOES THE PROGRAM WORK?

The eligible donor logs onto the website and gift. Once submitted, the donor makes their initial check payable to the organization to which they are making a gift and forwards their check to the organization. The company processes the request. Upon approval, the company will forward the resulting company matching funds to the eligible recipient organization.

FUNDING

The minimum matching gift request is \$25, the annual maximum per employee is \$250. Eligible applications must be received within one year of the gift date. Gifts will be matched quarterly per the following schedule:

Received by: Mar 31 **Paid by:** Apr 30

Jun 30 Jul 31

Sep 30 Oct 31

Dec 31 Jan 31

INELIGIBILITY GUIDELINES

φ Tuition of student fees, subscription fees, dues, unpaid pledges, repayment of loans.
φ Religious organizations, such as churches, temples or other houses of worship, or those whose main purpose is to foster a particular faith or creed. φ Fundraising sponsorships, fundraising event tickets, contributions which result in you or a family member receiving a benefit (i.e., dinner, raffle, and/or sporting event tickets, parking privileges, booster club dues, memberships, etc.) Organizations whose policies are inconsistent with national equal opportunity policies or discriminate against a person or a group on the basis of race, ethnicity, religion, national origin, sex, disability, gender, political affiliation or age.

FOR MORE INFORMATION CONTACT:

The JK Group, Inc.

Matching Gifts Program

P.O. Box 7174

Princeton, NJ 08543-7174

Phone: 1-800-480-4438

Fax: 1-609-799-8019

E-mail: jk@easymatch.com

Web: <http://www.easymatch.com>

All questions concerning the interpretation, application or administration of the Matching Gifts Program will be decided by the JK Group, Inc. JK reserves the right to alter or terminate the Plan with suitable notice to employees or decline to match a contribution.

The JK Group, Inc.

Matching Gifts Program Request Form

INSTRUCTIONS

Donor:

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

Recipient Organization:

- Verify the gift.
- Complete Part 2 of this form. Please type or print.
- If this is your first matching gift request to JK Group, Inc., enclose a copy of your Internal Revenue Service 501(c) tax status certificate.
- Forward form to the address printed below.

PART 1- DONOR SECTION

Employee Name
Social Security Number
Daytime telephone
Email address (work or home)
Home address
City, State, Zip
Full name of recipient organization
Date of gift

Amount of gift (minimum \$25)

I hereby certify that I have read the JK Group Inc., Matching Gifts Program guidelines, and that this contribution is fully eligible, does not represent payment of tuition or a payment in lieu of tuition, and does not represent a payment directly or indirectly for services.

Employee Signature
Date

Mail this form, along with your gift, directly to the recipient organization.

PART 2- RECIPIENT SECTION

Organization name, as listed on 501(c)(3) determination letter or equivalent
Street address
City, State, Zip
Federal tax ID
Officer's name and title
Telephone
Email address
Fax number
Amount of gift
Tax-deductible amount
Date received

I hereby certify that:

- We have received the gift described in Part 1;
- This Organization is a tax-exempt public charity as described in section 501(c)(3) of the Internal Revenue Code, or is a state or local government agency that exists exclusively for public purposes;
- This Organization has full-time, paid professional management.

Signature of Officer of Organization

Recipient Organization should send completed form to:

JK Group Inc., Matching Gifts Program

P.O. Box 7174

Princeton, NJ 08543-7174