

Leidos Matching Gift Program For Accredited Colleges and Universities



The Leidos Matching Gift Program matches employee gifts to accredited colleges and universities subject to the policy requirements defined below.

| Eligibility | |
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| <p><u>Eligible Donors:</u> The Matching Gift Program is open to all current Leidos employees. Leidos will verify employment status when matching gift forms are received.</p> <p><u>Eligible Donations:</u></p> <ul style="list-style-type: none"> • Gifts must be used by the institution to support educational needs and objectives only. • Gifts must be personal contributions made, not merely pledged, to an eligible institution. • Each donation must be at least \$100 to be matched. • A maximum of \$1000 will be matched per employee per year. | <p><u>Eligible Institutions:</u> Colleges, universities, graduate or professional schools and technical institutes must meet all the following criteria to be eligible:</p> <ul style="list-style-type: none"> • Located in the United States or its possessions • Recognized as tax-exempt by the Internal Revenue Service under Section 501(c)3 • Be currently accredited by an accrediting agency recognized by the U.S. Department of Education • Offer at least a two-year program of college or higher-level studies |
| <p><u>Multiple Donations:</u> An employee may donate to more than one institution or make multiple donations to a single institution, up to the \$1000 maximum. Leidos will match employee gifts 1:1 until the maximum is reached (on an annual basis).</p> | |
| <p><u>Donations ineligible for matching include:</u></p> <ul style="list-style-type: none"> • Direct payments for attendance or related costs, including tuition, books, and student fees • Payments for alumni benefits, including membership fees, subscriptions to publications, and insurance premiums • Gifts to athletic programs, athletic scholarships, or groups or clubs that are not directly related to an academic program • Donations to charitable organizations affiliated with an institution of higher learning | |
| Instructions | |
| <p><u>Employee</u> – Complete Part 1 on the next page and sign to certify. Send the entire form, with the gift, to the academic institution. If the gift was made electronically, please note the date of the gift under Payment Notes. The institution will have to certify that they received the donation.</p> | <p><u>Institution</u> – Complete Part 2 on the next page and sign to certify that the gift was received, not merely pledged, as stated by the donor and that it will be used for educational purposes. Return the entire completed form to Leidos by the last business day in December.</p> |
| <p><u>Deadlines</u> The Leidos Matching Gift Program is funded on an annual basis. Funds are allocated as matching gift forms are received. Employees should submit form(s) to institutions as early as possible and no later than 15 November to allow sufficient time for institutions to complete the form. Forms must be received by THE LAST BUSINESS DAY IN DECEMBER in order for Leidos to utilize current-year funding. Forms received after this deadline will be processed as part of the next year's program.</p> | <p><u>Contact</u> Leidos Attn: Matching Gifts 11955 Freedom Drive, 5th Floor Reston, VA 20190 Email: CorpUnivGiftMatch@leidos.com Phone: 703-676-7315</p> |
| <p>Leidos reserves the right to change, suspend or terminate this program at any time. Matching funds will be distributed on the basis of an annually budgeted amount in the order that forms are received.</p> | |

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Part 1 – To be completed by the donor (Leidos employee) and submitted to eligible recipient institution.

Please submit to institution as early as possible and no later than November 15 to ensure timely processing for current year.

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| Last Name: | | First Name: | Middle Initial: |
| Employee Number: | Division Number: | Phone: | |
| | | E-Mail: | |
| College or University Complete Name: | | | |
| Gift Amount: (min. \$100) | Payment Notes to Institution (i.e. specific program): (Leidos will not match gifts for non-educational purposes) | | |
| <i>I certify that this information is complete, correct and that it complies with the provisions of the Leidos program.</i> | | | |
| Employee's Signature: | | Date: | |

Part 2 – To be completed by an authorized officer of the recipient institution and submitted to Leidos.

Must be received by last business day in December to be processed for current calendar year.

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| Recipient Institution Name: | | | |
| Address No. & Street: | | City: | State: Zip Code: |
| Federal Employer Identification Number (FEIN): | | Phone: | |
| | | Fax: | |
| Name of certifying officer: | | Email: | |
| Title: | | Date Form Received: | |
| Leidos will send payment to the address provided above. Receipt confirmations and other notices will be sent via email when possible. | | | |
| <i>I certify receipt of the gift described in Part 1 and affirm that it will be used in support of the primary educational objectives of the institution. I further certify that this institution is eligible for a matching gift under the conditions of this program.</i> | | | |
| Authorized Signature: | | Date: | |
| Please send entire completed form to: Leidos Attn: Matching Gifts 11955 Freedom Drive, 5th Floor Reston, VA 20190 | | OR email a signed copy to: Email: CorpUnivGiftMatch@leidos.com | |
| For questions relating to the program, please contact Ginger Bristow by calling 703-676-7315 or emailing CorpUnivGiftMatch@leidos.com . | | | |
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