



Markel Matching Gift program guidelines

To encourage and support the generosity and community involvement of associates, Markel offers the Markel Matching Gift program, which provides matching funds to the charitable organizations associates personally support. Associates can request a three-to-one match for tax deductible donations of \$50 or more made to qualified charities. The maximum donation to be matched per associate per calendar year is \$1,000.

Who can participate?

Through the Matching Gift program, full-time associates who have completed six months of employment or retirees can request a three-to-one match for any tax deductible portion of their gift to any qualified charitable organization. Gifts from spouses/family members or surviving spouses are not eligible.

What organizations are eligible?

For US organizations and associates: Typical qualifying charitable organizations include arts and cultural institutions, social and health-related services, and colleges and universities. Markel will only recognize organizations located within the United States, provided they are recognized as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code and are able to provide a copy of their 501(c)(3) tax determination letter for verification. Organizations that are discriminatory or that are significantly engaged in political, religious, or for-profit activities are not eligible.

For Bermuda organizations and associates: The charitable organization must be classified/recognized by the jurisdictional revenue authority as a public charity (non-profit or not-for-profit organization) and must be listed on the Registry General's website at www.registrygeneral.gov.bm and the International Charitable Fund of Bermuda (ICFB) at www.centreonphilanthropy.org. Payment should be made directly to ICFB and sent with a request for ICFB to forward the contribution to the charity.

Markel works through the ICFB in Bermuda because they qualify as a (501)(c)(3) organization in the US. Please note that ICFB retains 1% of the contribution to cover the administrative cost of providing this service.

Eligible organizations include, but are not limited to: colleges and universities; private and public elementary and secondary schools; civic, arts, and cultural organizations; health and human service agencies; and environmental organizations. Organizations that are discriminatory or that are significantly engaged in political, religious, or for-profit activities are not eligible.

If you have a question about making a contribution to a charity in a jurisdiction other than Bermuda or the US, please contact Samantha White for further guidance.

What contributions are eligible?

- Must be a personal gift from the associate's personal funds that has been paid directly to the approved organization and not simply pledged. The minimum gift eligible for matching is \$50. For gifts of installments, each installment must be submitted on a separate form and meet the \$50 minimum gift requirement.
- The maximum amount matched per associate per calendar year is \$1,000. If the associate makes several contributions, gifts will be matched in the order received, up to the maximum limit for the calendar year.
- Gifts must be paid by check or credit card.

What is not eligible for matching?

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations
- Gifts that provide a direct benefit to the employee/family
- Gifts made in lieu of tuition payment or services
- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni or similar groups
- Gifts for payments for primarily political or religious 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 (unless the gift is the result of an office-sponsored collection, for example a "flag day" or "denim day" collection)
- Gifts and/or designated monies that support athletics and/or sports teams, such that donors or donor's family members directly benefit from the gift (for example, a gift in lieu of entrance fees)
- Organizations that are not consistent with Markel's non-discrimination policies

Administrative conditions

- Markel reserves the right to interpret, apply, amend, or revoke these guidelines at any time without prior notice. The program guidelines and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between Markel and any one or all of its associates.
- Markel also reserves the right to preclude matching gifts to organizations or programs that in any way, implicitly or explicitly, promote, advocate, or instigate an ideology or environment that is divisive or that uses threats, intimidation, or violence to advance its causes.

How to make a matching gift request

- Complete Part 1 of the Matching Gift request form and send it directly to the organization of your choice with your contribution enclosed or a receipt of your credit card payment.
- The organization in turn will complete Part 2 to request their matching donation from Markel. Markel will review and approve based on the guidelines.
- Markel will make every attempt to mail the matching gift within 90 days of receipt of request. A new form needs to be completed for each contribution request.

Matching Gift request forms can be located on MyMarkel.

Match requests must be received by the Markel Matching Gift coordinator within 90 days of the date of payment by check or credit card. Requests received after that time will not be honored. All gifts are subject to verification in order to be matched by Markel.