

Millipore

MATCHING GIFTS

Matching gifts are contributions made by Merck Millipore in amounts equal to those made by eligible employees to qualified non-profit organizations or institutions. Each eligible employee may contribute up to \$1,000 annually, with a \$25 minimum per gift. The matches are restricted to the same purpose as the employee gift was made.

ELIGIBILITY:

Employees:

All permanent, full time employees of Merck Millipore are eligible. Family members of employees and Merck Millipore retirees are not eligible.

Organizations Eligible for Participation:

All recipients of matching gifts must be non-profit and qualified as tax exempt 501(c)3 organizations by the Internal Revenue Service of the U.S. Treasury Department.

Education

Eligible educational institutions include any secondary school, college, or university within the U.S. that is accredited by a nationally recognized accrediting agency; and any alumni fund which is an integral part of an eligible educational institution. Also eligible are associations and funds whose primary goal is financial support of higher education, such as The New England Colleges Fund or the United Negro College Fund. An employee need not have attended the designated institution to make it eligible.

Hospitals and Health Agencies

Matching gifts may be made to hospitals, health agencies, healthcare services, physical rehabilitation programs, alcoholism and drug abuse programs, non-profit nursing homes, and disease research funds.

Social Services

Merck Millipore will match gifts to recreational programs, vocational rehabilitation, day care, head-start and relief agencies. Gifts to United Funds and Community Chests will be matched.

Environmental

Donations made to organizations focused on environmental education, conservation and/or protection are eligible for matching gifts.

Cultural

Donations to non-profit libraries, museums, symphonies, theaters, public broadcasting corporations, zoological societies, botanical gardens, performing and visual arts groups are eligible for matching gifts.

Contributions

All contributions must be made, not merely pledged, by the employee to be eligible for a matching gift. Merck Millipore will match gifts of cash or securities having a quoted market value. Securities will be valued in accordance with IRS regulations.

Merck Millipore will not match:

- payments for tuition, books or student fees
- payments for services or materials received
- gifts to individuals
- amounts paid as subscriptions to publications
- gifts to organizations not qualified as tax exempt by the IRS
- gifts to political organizations
- gifts made directly to churches
- gifts of property other than securities
- donations of services

Walker/Runner Sponsorships:

Employees are welcome to use the Matching Gift Program to support walkers, runners etc. participating in events such as the Pan Mass Challenge, Jimmy Fund Walk, etc. For matching gift requests assisting participants' fundraising minimum goals, forms must be submitted at least 3 months in advance. While we'll make every effort to meet fundraising deadlines, due to the high volume of requests, we cannot guarantee matches for requests submitted under 3 months.

Conditions

Merck Millipore may change or terminate this program at any time. The interpretation of The Matching Gift Program shall be determined by the Merck Millipore Giving Program whose decision shall be final.

How to Request Matching Gifts

- Step 1: An employee completes the online portion of the form marked “Donor” (section #1). Once all information in the “Donor” section is complete, the employee prints out the form and mails it with their donation to their selected charity.*
- Step 2: An officer of the charity completes the section marked “Recipient Organization” (section #2) to certify that all requirements of the program have been met.*
- Step 3: The organization or institution then scans and emails the completed matching gift application to givingprogram@merckgroup.com.*
- Step 4: The one-to-one matching gift will be sent to the organization or institution within 30 days of receipt by Merck Millipore. If the organization does not qualify for matching, the employee will be notified.*