

Matching Gifts Request Form

This form can be found in a PDF format on the NGL Times homepage under the 'Forms' section.

Part 2 - for Recipient Organization

- Verify receipt of Donor's gift
- Enclose 501(c)(3) letter
- Send the original form to the email or mailing address shown on the back panel

Recipient Information

Name of Organization

Federal Tax Identification Number

Street Address

City, State, Zip

Phone

Amount of Gift

Date Received

Donor's Name

Recipient Certification

Print Name of Authorized Representative

I certify that this organization meets the criteria established under Section 501(c)(3) of the IRS Code and complies with all eligibility requirements of the Matching Gifts Program, as described herein.

Signature

Date

One of NGL's guiding principles is to *"be a responsible corporate citizen in our industry and communities."*

Thank you for supporting organizations you believe in and care about.



National Guardian Life Insurance Company
Matching Gifts Program
P.O. Box 1191
Madison, WI 53701-1191
Contact: Elizabeth Barden at (608) 443-5373
ejbarden@nglic.com

National Guardian Life Insurance Company is not affiliated with
The Guardian Life Insurance Company of America, a/k/a The Guardian or Guardian Life.



The Matching Gifts Program supports the generosity and community involvement of its employees



National Guardian
Life Insurance Company

HOW THE PROGRAM WORKS:

- NGL will match, dollar for dollar, each eligible employee's contributions up to a maximum corporate match amount of \$2,000 per year.
- Corporate matches will be processed quarterly.
- Employee gifts must be individual, tax-deductible gifts that have been paid, not pledged.
- Send a completed Matching Gifts Form, along with your contribution, to the recipient organization via email or mail.

WHO IS ELIGIBLE TO PARTICIPATE?

- All active employees working a minimum of 25 hours per week.

ELIGIBLE ORGANIZATIONS:

- Organizations whose primary missions are to provide health & human services, including disease-specific organizations.
- Nationally accredited higher education institutions, both public & private, including technical schools.
- Organizations must be described by the IRS as tax exempt, nonprofit organizations with 501(c)(3) status and located in the U.S.

HOW TO PARTICIPATE:

- The employee should complete Part I of the Request Form and submit it directly to the recipient organization.
- Acceptable gift forms are cash, personal check and credit card.
- The recipient organization will complete Part II of the Request Form and email or mail it to NGL.

NON-ELIGIBLE ORGANIZATIONS:

Not all qualified and worthwhile organizations will receive support from the Matching Gifts Program. Generally, the program does not support the following:

- Employee United Way contributions
- Sponsorships of sporting events, raffles, fundraisers
- Private foundations or endowments
- Organizations that do not comply with NGL's nondiscrimination policy
- Fraternal, veteran, labor, political or religious organizations
- Elementary and secondary schools
- Capital campaigns

The Matching Gifts Program may be modified, suspended, or discontinued at any time for any reason at the option of the Company. NGL reserves the right to interpret and administer the program at its sole discretion.

Matching Gifts Request Form

This form can be found in a PDF format on the NGL Times homepage under the 'Forms' section.

Part 1 - for Employee

- Submit one form for each gift
- Send the original form with your gift to the organization or institution

Donor Information

First and Last Name

Home Address

City, State, Zip

Date of Gift

Amount of Gift

Recipient Information

Official Name of Nonprofit Organization

Address

City, State, Zip

Phone

Donor Certification

I certify that this gift complies with the provisions of the Matching Gifts Program and qualifies as a charitable donation and that I did not derive any financial or material benefit from this gift.

Employee Signature

Date

