Océ North America Matching Gifts Program

This Matching Gifts Program is designed to recognize and promote the Company's responsibility in support of communities where Océ employees live and work.

Company matching program

Under this program, the company will provide a matching gift of $.50 for each $1.00 in contributions an employee would make to a qualified, non-profit organization.

A. GIFT REQUIREMENTS

- An eligible contributor will be any full-time, active employee of Océ North America.
- The recipient must be a non-profit, U.S. organization with tax-exempt status under the Internal Revenue Code.
- The minimum gift eligible for a match is $25.
- There is an annual fiscal year match limit of $1,000 for any one employee.
- The gift or contribution must be a personal gift that is actually paid, not merely pledged. Only outright gifts may be eligible for a match. Tickets, subscription fees, pledges, insurance premiums, bequests, tuition payments and the like will not be considered eligible.

B. PROCEDURES

The applicant for a matching gift must complete Part 1 of the MATCHING GIFTS FORM (attached) and send it **with the contribution** to the recipient organization.

The recipient organization must complete and sign Part 2 and send the form directly to:

Randall J. Wagner
Sr. Vice President, Human Resources
Océ North America, Inc.
5450 North Cumberland Avenue
Chicago, IL 60656

C. GIFT RESTRICTIONS

Organizations which will not be considered for charitable support will include, but not be limited to:

- Individuals
- Organizations which discriminate on the basis of color, race, creed, sex, religion, national origin, age, handicap, veteran status, or sexual preference
- Fraternal, veteran, or labor organizations
- Political, lobbying organizations, PACs
- Institutions whose organization and operations do not qualify for a tax-exempt status
- Churches/religious organizations are excluded unless they have their own charitable organization/outreach program.
- The corporate contribution budget for Matching Gifts will be capped at $50,000 per fiscal year.

Océ North America reserves the right to discontinue or amend this program at any time and also reserves the right not to match a gift to any particular organization.

Océ North America Matching Gifts Program Form

Click here to download the form to your computer.

PART 1 – TO BE COMPLETED BY EMPLOYEE (Please print clearly.)

Employee Name: _____

Home Address: _____

Recipient Organization: _____

Address: _____

_____

Date of Gift Contribution: _____

Amount of Gift (minimum $25): **$**_____

I certify that I am currently a full-time employee of Océ North America, Inc._____
Signature of Employee

PART 2 – TO BE COMPLETED BY RECIPIENT ORGANIZATION (Please read carefully.)

Please enclose a copy of your IRS 501(c)(3) tax exemption letter, most current annual report or budget, and material describing your organization's programs and activities. Failure to include this specific information will delay processing. Please mail this form and requested materials to:

Senior Vice President, Human Resources
Océ North America, Inc.
5450 North Cumberland Avenue
Chicago, IL 60656

This certifies that this institution has received a gift in the amount of $_____ from _____, that we are a qualified recipient under the IRS tax code, and that this gift is not a pledge.

Signature of Official:_____ **Date:**_____

Printed Name/Title of Official: _____

Phone Number: _____

Institution Name: _____

Institution Address: _____

_____

Revised: 2/25/08