



PEPSICO FOUNDATION

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Guidelines

The PepsiCo Foundation Matching Gifts Program supports employees' generosity and aid to charitable organizations across the globe.

Eligible Participants

- Active full, part-time employees, retirees, their spouses and surviving spouses and domestic partners
- Current and retired PepsiCo Board of Directors, spouses and surviving spouses, and domestic partners
- Advisory Council members

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Eligible Organizations

In order to qualify for a PepsiCo Foundation matching gift, an organization must be located in the United States or one of its possessions and recognized by the Internal Revenue Service as a tax-exempt public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, arts organizations, health and human services agencies, civic groups, and environmental entities.

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Eligible Contributions

- Contributions, from the donor's personal funds, which have been paid, directly to an approved organization
- The minimum gift eligible for matching is \$25. For installment gifts, each match request must be submitted separately and meet the \$25 minimum gift requirement
- The maximum amount matched per donor per calendar year is \$10,000. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum annual donor limit for the calendar year
- The donor's limit is based on the date of the gift
- Gifts must be in the form of check, credit card, or marketable securities with a quoted market value
- Gifts of securities are valued based on the adjusting closing price of the gift
- Gifts made to eligible charities by or through Donor Advised Funds

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Ineligible Contributions

- Gifts pooled or collected from several donors that are reported as one contribution
- Gifts made in lieu of tuition payment for services
- Subscriptions, memberships or any other fees for which benefits are received
- Dues to alumni (ae) or similar groups
- Gifts for political causes
- Gifts or payments for religious purposes, unless specified for a community outreach program, such as a soup kitchen or homeless shelter
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Unpaid pledges

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Program Administration

Online:

Donors with a Global ID may request matching gifts through an online request process at the PepsiCo Foundation Matching Gifts Program web site at <https://www.easymatch.com/pepsico>

Following receipt of the request, the PepsiCo Foundation's program administrator will contact the organization to verify receipt of the employee's gift.

Paper:

Donor may request matching gifts applications by calling 1-866-321-6391 or by downloading them [here](#).

Donor Instructions

- Complete Part 1 of the application and mail along any other necessary documentation to the organization.

Organization Instructions

- Complete and sign Part 2 of the application, verifying that the gift was received. The application must be signed by an authorized officer of the organization.
- Mail the completed application to the PepsiCo Foundation Matching Gifts Program, P.O. Box 7635, Princeton, NJ 08543-7635.

Eligible requests are processed on the following quarterly schedule.

Received By:	2/1	5/1	8/1	11/1
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Processed :	2/28	5/31	8/30	11/30

Matching gifts must be requested within 6 months of the gift date. Requests received after that time will not be honored. PepsiCo Foundation matches are designated for unrestricted support, unless designated by donor.

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Double Match Eligibility

If a donor actively volunteers 50 hours of personal time with a single organization in a calendar year, their personal contributions may qualify for a double match.

Donors must apply for the double match at the time they submit their matching gift request. Once a request is submitted, it cannot be altered.

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Administrative Conditions

PepsiCo Foundation reserves the right to interpret, apply, amend or revoke the program and/or the guidelines at any time without prior notice. The policies and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between PepsiCo Foundation and any one or all of its employees.

Organizations approved in the past may not qualify for the PepsiCo Foundation Matching Gifts Program in subsequent years if new information is received regarding its program eligibility. Any misrepresentation by donors will forfeit their rights to utilize the PepsiCo Foundation Matching Gifts Program and may result in termination of employment.

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