PAYDEN & RYGEL MATCHED GIVING APPLICATION

FORM A

GIFT TRANSMITTAL FORM

TO: ____________________________ Date of gift (date gift transmitted) ____________________________

Name of recipient institution or organization ____________________________

Enclosed is my personal gift of at least $100, which consists of a check or proof of payment for $ ____________________________

This gift is __________ unrestricted  __________ designated for: ____________________________

Signature of Employee ____________________________ Type or print employee's full name ____________________________

Home Address of employee:

Street ____________________________ City __________________________________ State __________ Zip ____________________________

Employee's daytime telephone number ____________________________

FORM B

RECIPIENT'S CERTIFICATION FORM

Upon receipt of the contribution with Forms A and B, please fill out the Recipient's Certification Form (Form B), and return this entire original Form (A and B) to the Matching Gifts Administrator, Payden & Rygel. The Company will match the donor's gift by sending a check directly to the eligible recipient organization.

TO: Matching Gifts Administrator, Payden & Rygel, 333 S. Grand Avenue, 32nd Floor, Los Angeles, CA 90071

The above described gift in the amount of $ ____________________________ received on ____________________________

was made by ____________________________ Name of Payden & Rygel donor(s) ____________________________

to: ____________________________ Name of recipient of organization ____________________________

which I certify is __________ a fund, foundation or other qualifying charitable organization ___ an eligible cultural organization

___________________________ an accredited elementary or secondary school or institution of higher education __________ an eligible hospital accredited by the Joint Commission on Accreditation of Healthcare Organizations

Accrediting association's name and address (educational institutions only)

THIS SECTION MUST BE COMPLETED: I further certify that contributions to the above recipient are charitable contributions as defined in section 170(C) of the Internal Revenue Code pursuant to unrevoked ruling of the Internal Revenue Service dated __________ (If no ruling has been obtained, please explain basis of certification as to contributions). If you have not previously provided a copy of this ruling to Payden & Rygel, please enclose it with this form. Hospitals should also send verification of accreditation.

Signature of President, Chief Financial Officer or other authorized officer of recipient ____________________________

Print or type officer’s name and title ____________________________

Recipient's telephone number ____________________________ Date certification is mailed to Payden & Rygel ____________________________

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PAYDEN & RYGEL'S MATCHING GIFTS PROGRAM

PROGRAM GUIDELINES

Gifts
The gift must be made in the form of cash, check or bank transfer. The program requires a minimum contribution of $100, with the maximum contribution(s) eligible for matching funds in one calendar year at $5,000.

Gifts where goods or services are received in kind will not be matched by the firm (i.e., you give $100 for a fundraising drive and you receive CD's, play tickets, etc. in return).

Payden & Rygel reserves the right at any time and in its sole discretion to determine whether a gift shall be matched and to change or terminate the Matching Gifts Program without notice.

Donor Eligibility
Full-time employees of Payden & Rygel with continuous service during the six-month period preceding the date of the gift are eligible for the Matching Gifts Program.

ELIGIBLE ORGANIZATIONS

Educational Institutions
Any non-profit fully accredited primary, secondary or collegiate educational institution is eligible, including public schools, independent schools and specialized schools (i.e., schools for the disabled).

Gifts to schools for the construction of athletic facilities will be matched, but gifts to athletic departments for programs or scholarship are not eligible. Also ineligible are gifts matching tuition or dues.

Cultural Institutions
Approved institutions include museums, libraries, performing arts organizations, historical societies, botanical garden, zoos, public broadcasting or similar charitable cultural organization.

Hospitals
Eligible hospitals include any non-profit hospital accredited by the Joint Commission on Accreditation of Healthcare Organizations. An organization affiliated with an accredited hospital is also eligible; however, the check must be made to and received by the hospital and dispersed to the organization.

ADDITIONAL REQUIREMENTS

USA and Territories
Institutions must be located in the United States or in a U.S. territory or possession in order to be eligible for the program. Exceptions are made for the international organizations with offices located in the United States and which use moneys to benefit in the United States.

Tax-Exempt Status
All approved institutions must be recognized as tax exempt by the Internal Revenue Service: most are listed in the Cumulative List of Organizations described in Section 170 of the Internal Revenue Code of 1986. However, for any institution that has not previously received a matching gift from Payden & Rygel a proof of tax-exempt status must be submitted.

Ineligible Organizations
Payden & Rygel's Matching Gifts Program does not match gifts to civic organizations or organizations which are political in nature. Matching gifts to organizations involved in health care or health research (i.e., American Heart and Lung Association) are not permitted unless such organizations are affiliated with accredited hospitals. Human service agencies are not usually eligible; however, on occasion, exceptions may be made due to natural disasters.

Gift Processing
Request for matching gifts must be submitted on Payden & Rygel's Matching Gifts Form. Requisite information such as tax-exempt status, accreditation, etc. must be provided and accompany the form.

INSTRUCTIONS TO EMPLOYEES:
Complete Form A and mail entire form with your check to the recipient organization. The organization will complete Form B and return the fully completed form to Payden & Rygel.

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