



1. Complete Part 1 and send the entire form along with your contribution to the eligible organization.
2. The authorized individual from the eligible organization completes Part 2 and returns the form to: **Deborah Genoversa, Donations Committee, RBC Capital Markets Corporation, WFC, 200 Vesey Street, 6th Floor, New York, NY 10281-8098**
All Forms must be received by September 30th (forms received after Sept 30th will be rolled over into the following fiscal year).
 If you have any questions, please contact Deborah Genoversa at (212) 618-7567 or by email at deborah.genoversa@rbccm.com

| PART 1 EMPLOYEE | | PART 2 RECIPIENT ORGANIZATION | |
|---|--|--|--|
| Amount Contributed to Recipient Organization: | | Organization must be recognized by the US Treasury Dept. as one to which contributions are deductible by the donor for federal income tax purposes. | |
| Amount Requested To Be Matched: | | <ul style="list-style-type: none"> • Is this contribution 100% tax deductible? <input type="checkbox"/> Yes <input type="checkbox"/> No • Is this contribution a cash gift? <input type="checkbox"/> Yes <input type="checkbox"/> No • If a community organization, please attach a copy of the IRS 501(c)(3) tax-exempt letter. • If an educational institution, is institution accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Name of recipient organization | | Contribution amount EIN (Required) | |
| Employee name | | \$ | |
| Division: <input type="checkbox"/> Corporate Credit <input type="checkbox"/> Corporate Investment Banking / Muni Finance <input type="checkbox"/> Equity Markets <input type="checkbox"/> Financial Products <input type="checkbox"/> Fixed Income & Currencies / Muni Sales & Trading <input type="checkbox"/> Functions (Admin, Compliance, Finance, HR, GRM, Law) <input type="checkbox"/> Global Arbitrage & Trading <input type="checkbox"/> Global Research <input type="checkbox"/> Global Technology & Operations <input type="checkbox"/> Global Treasury Services <input type="checkbox"/> Portfolio Management (AAG, Exec Mgmt) <input type="checkbox"/> RBC (HO & NY Branch) | | Organization name | |
| Dept Transit #: _____ | | Address | |
| Office Location (City & Floor): | | City State Zip | |
| Office phone # | | Phone # Fax # | |
| Please check which best describes the organization: <input type="checkbox"/> Non-profit* <input type="checkbox"/> Higher education** | | Email Address | |
| I understand that my personal gift will be used for the direct benefit of the organization, and this is an outright gift with no benefit or item of value accruing to me. | | Organization WebPage | |
| Signature / Date | | Authorized Representative Name & Title (Please Print) | |
| | | Signature / Date | |

RBC Capital Markets will match up to **two gifts per year** made by each full-time RBCCM employee on a first-come, first-served basis. Each gift must be **at least \$100** and made by personal check or personal credit card charge payable to the organization. We will match up to a **maximum of \$1,000** for all matches combined per employee each year within a specified budget. **Applicant must be an employee of the firm at the time the gift is matched.**

Organizations that qualify must meet the **Guidelines** as specified on the next page, but include most

* **Non-profit Organizations:** The organization must be a 501(c)(3) charitable organization (*not all 501(c)(3) are eligible*). Political, fraternal, professional, sports or veterans organizations are ineligible. We will not match religious organizations when funds will be used to further a religious cause.

** **Educational Institutions:** Eligible institutions are non-profit public or private accredited colleges, universities or technical/vocational schools located in the United States.

Elementary and secondary schools are ineligible.

Examples of contributions that DO NOT qualify: (Please refer to specific **Guidelines**.)

- Fund-raisers that use pledges, such as walk-a-thons, etc;
- Requests where employees receive material benefit from a contribution, such as auction items, theater tickets, a fund-raising dinner or an athletic event;
- Group collections submitted in one individual's name;
- Contributions made on behalf of clients;
- Contributions pledged but not yet paid;
- Gifts made to pay admission to benefits or conferences;
- Youth athletic teams, scout troops or parent/teacher associations;
- Dues to a national or local alumni group;
- Subscription or publication fees;
- Payments for athletic, social or recreation activities;
- Gifts or scholarships to individuals;
- Church pledges or organization memberships;
- Bequests;
- Gifts in lieu of tuition or school expenses; and
- Contributions to nursery schools and pre-schools.

Gift Matching Program Guidelines

(Revised 01/2011)

Matching Standard: Eligible donor makes an eligible gift to an eligible institution and that contribution will be matched dollar for dollar by RBC Capital Markets as follows:

- Two donations per fiscal year (November – October) per employee
- Maximum combined value of \$1,000 for all matches
- Minimum value of \$100 per gift
- Up to two eligible recipients per year
- Must be 100% tax deductible
- Total funds available to RBC Capital Markets for matching purposes is limited so matching will occur on a **first-come, first-served basis**.

Eligible Donor: All full time employees of RBC Capital Markets located in the U.S. who donate cash to a non-profit institution or organization.

Gift Eligibility:

Eligible Gifts: Cash (including charges to a personal credit card to an eligible recipient institution).

Ineligible Gifts: The following are ineligible for matching:

- Non-cash contributions such as securities, real property, art, personal property and donated labor.
- Payments that are made as a consequence of, or leads to, a material, direct benefit (such as merchandise, tickets, parking spots, event dinner, athletic events, etc.)
- Payments provided for various deferred giving programs such as unitrust, charitable lead trust, pooled income fund, etc.
- Payments for services (such as tuition, fees, charges for tickets, etc.)
- Insurance policy on the donor with premium paid by donor with recipient institution as beneficiary
- Fund raisers that use pledges (such as walk-a-thons, bike-a-thons, etc.)
- Group collections submitted in one individual's name
- Contributions made on behalf of clients
- Contributions pledged but not yet paid
- Restricted or conditional donations

Eligible Recipient Institutions: **Most** 501(c)(3) entities located in the US including designated educational institutions (non-profit public or private colleges, universities, junior colleges, graduate schools and technical/vocational schools), non-religious cultural organizations, museums, libraries, hospitals, health organizations, social services organizations and civic organizations.

The following 501(c)(3) entities are not eligible:

- Religious organizations (note: social services provided by a religious organization that are available to anyone may be eligible provided there is a separate tax ID)
- Athletic associations, organizations or teams, including youth teams and all athletic programs, buildings and scholarships programs even if such is part of an eligible educational institution
- Political organizations, whether at the federal, state or local levels or any organization affiliated with any political party or candidate for elected office
- Scout troops, parent/teacher associations or education funds limited to specific school districts
- Dues to national or local alumni groups
- Contributions to public or private nurseries, pre-schools, elementary or secondary schools
- Any organization controlled by an eligible donor or a member of a donor's immediate family or which is designed exclusively for the benefit of the donor or a member of a donor's family
- Fraternal, professional or veterans organizations unless the contribution is for a specific program which benefits the entire community
- Social advocacy organizations in which funds are principally used for the purpose of lobbying or to underwrite advertising, media production or media buys

ALL CONTRIBUTIONS MUST BE 100% TAX DEDUCTIBLE