



# Employee Gift-Matching Application

(Revised 11/2008)

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:

**Sandy Blaine, Donations Committee, RBC Capital Markets Corporation,  
One Liberty Plaza, 165 Broadway, 5<sup>th</sup> Floor, New York, NY 10006-1404**

**All Forms must be received by September 30<sup>th</sup>** (all other forms received after 9/30- will be rolled over into the following year). If you have any questions, please contact Sandy DeJesus Blaine at (212) 858-7445 or by email at [sandy.blaine@rbccm.com](mailto:sandy.blaine@rbccm.com)

PART 1 EMPLOYEE		PART 2 RECIPIENT ORGANIZATION	
<b>Amount Contributed to Recipient Organization:</b>		Organization must be recognized by the US Treasury Dept. as one to which contributions are deductible by the donor for federal income tax purposes. <ul style="list-style-type: none"> <li>• If a community organization, please attach a copy of the <b>IRS 501(c)(3) tax-exempt letter</b>.</li> <li>• If an educational institution, is institution accredited?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul>	
<b>Amount Requested To Be Matched:</b>			
<b>Name of recipient organization</b>			
<b>Employee name</b>		<b>Contribution amount</b> <b>EIN (Required)</b>	
<b>Division:</b> <input type="checkbox"/> Admin (Compliance, Finance, Facilities, HR, IMO, Law) <input type="checkbox"/> GIBEM – Corporate Finance <input type="checkbox"/> GIBEM – Equities <input type="checkbox"/> Global Credit / Corporate Banking <input type="checkbox"/> Global Markets (AAG, FIC, GAT, GDM, GTS) <input type="checkbox"/> Global Research <input type="checkbox"/> GTO (Ops & IT) <input type="checkbox"/> RBC (HO & NY Branch)		<b>\$</b> <b>Organization name</b> <b>Address</b> <b>City State Zip</b> <b>Phone #</b> <b>Fax #</b> <b>Email Address</b> <b>Organization WebPage</b>	
<b>Office:</b> <input type="checkbox"/> Atlanta <input type="checkbox"/> Boston <input type="checkbox"/> Chicago <input type="checkbox"/> Cincinnati <input type="checkbox"/> Delaware <input type="checkbox"/> Denver <input type="checkbox"/> Miami <input type="checkbox"/> MPLS NY: <input type="checkbox"/> OLP <input type="checkbox"/> 3WFC <input type="checkbox"/> Portland <input type="checkbox"/> San Francisco TX: <input type="checkbox"/> Dallas <input type="checkbox"/> Austin <input type="checkbox"/> Houston Other:		<b>Authorized representative (Please Print)</b> <b>Title</b> <b>Signature / Date</b>	
<b>Mail Stop:</b>	<b>Office phone #</b>	<b>Examples of contributions that DO NOT qualify:</b> (Please refer to specific Guidelines.) <ul style="list-style-type: none"> <li>• Fund-raisers that use pledges, such as walk-a-thons, etc;</li> <li>• Requests where employees receive material benefit from a contribution, such as auction items, theater tickets, a fund-raising dinner or an athletic event;</li> <li>• Group collections submitted in one individual's name;</li> <li>• Contributions made on behalf of clients;</li> <li>• Contributions pledged but not yet paid;</li> <li>• Gifts made to pay admission to benefits or conferences;</li> <li>• Youth athletic teams, scout troops or parent/teacher associations;</li> <li>• Dues to national or local alumni groups;</li> <li>• Subscription or publication fees;</li> <li>• Payments for athletic, social or recreation activities;</li> <li>• Gifts or scholarships to individuals;</li> <li>• Church pledges or organization memberships;</li> <li>• Bequests;</li> <li>• Gifts in lieu of tuition or school expenses; and</li> <li>• Contributions to nursery schools and pre-schools.</li> </ul>	
<b>Please check which best describes the organization:</b> <input type="checkbox"/> Non-profit* <input type="checkbox"/> Higher education** <i>Elementary and secondary schools are ineligible.</i>		<b>Signature / Date</b>	
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. <b>Signature / Date</b>			

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 checks or personal credit cards 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.**

**Examples of which organizations qualify:**  
(Please refer to specific **Guidelines** and the next page.)

- \* **Non-profit Organizations:** The organization must be a 501(c)(3) charitable organization (not all non-profits are charitable). Political, fraternal, professional 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.**

**CONTRIBUTIONS MUST BE 100% TAX-DEDUCTIBLE**

# Gift Matching Program Guidelines

## 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.

## ELIGIBLE GIFT:

Cash (including charges to a personal credit card to an eligible recipient institution). Stock Gifts are not eligible.

## ELIGIBLE RECIPIENT INSTITUTIONS:

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, civic organizations and the United Way (other than donations via payroll deductions).

## 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
- Total funds available to RBC Capital Markets for matching purposes is limited so matching will occur on a **first-come, first-served basis**.

## INELIGIBLE STANDARDS:

The following are ineligible for matching:

Non-cash contributions such as securities, real property, art, personal property and donated labor.

### Non-charitable payments:

- 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; and
- Contributions pledged but not yet paid.
- Restricted or conditional donations are ineligible

### Ineligible Recipients:

- Religious organizations (note: social services provided by a religious organization that are available to all may be eligible provided there is a separate tax ID);
- Athletic organizations or teams, including youth teams – this includes 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 or parent/teacher associations;
- 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; and
- Fraternal, professional or veterans organizations unless the contribution is for a specific program which benefits the entire community.

**ALL CONTRIBUTIONS MUST BE 100% TAX DEDUCTIBLE.**