



## MATCHING CHARITABLE CONTRIBUTION FORM

Rovi will make a matching contribution of up to 500.00 USD per year, when a full time employee makes a personal, charitable contribution to a federally recognized 501(c)(3) charity of his/her choice.

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount to be Matched:** \$ \_\_\_\_\_ **(not to exceed \$500.00 per calendar year)**

**Federal Tax ID# of this Charity (required):** \_\_\_\_\_

**Payable to:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

### REQUIRED SUPPORTING DOCUMENTATION:

#### For donations less than \$250:

- Receipt from charitable organization showing amount donated  
or
- Copy of front and back of cancelled personal check

#### For donations of \$250 or more:

- Receipt from charitable organization confirming donation and confirming that no goods or services were received in exchange.

**Send the form and supporting documents via email or interoffice to Tee Nguyen (San Carlos).**

*Note: The deadline to have your contribution matched is March 31<sup>st</sup> of the following year. If you made a contribution in 2016, as an example, your contribution form must be received by HR no later than March 31, 2017.*

**HR Approval** \_\_\_\_\_ **Date** \_\_\_\_\_