

**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.

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| --- | --- | --- | --- | --- |
| **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 31st 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.*

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| **HR Approval** |  | **Date** |  |
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