



Matching Gifts Program

Guest: October 10, 2008

[Home](#) | [\\$4\\$ Home](#) | [Submit a New Request](#)
[Payroll](#) [Other](#) | [Guidelines](#) | [FAQ](#) | [History](#) | [Site Map](#) | [Contact Us](#)

Guidelines

- ▶ [Who Can Participate](#)
 - ▶ [Eligible Organizations](#)
 - ▶ [What Contributions Are Eligible?](#)
 - ▶ [What Is Not Eligible For Matching?](#)
 - ▶ [How The Program Works](#)
 - ▶ [Administrative Conditions](#)
-

Who Can Participate

All active employees of SAP. Gifts from Spouses or Surviving Spouses are not eligible.

[Back to Top](#)

Eligible Organizations

Nonprofit organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

Eligible organizations include, but are not limited to: elementary and secondary schools, civic, arts and culture, health and human service agencies, and environmental organizations.

[Back to Top](#)

What Contributions Are Eligible

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$50. For gifts of installments, each installment must be submitted on a separate form and meet the \$50 minimum gift requirement.
- The maximum amount matched per donor per calendar year is \$10,000. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum limit for the calendar year.
- Gifts must be personal contributions made directly to approved institutions.
- The donor's limit is based on the date of the gift.
- Gifts must be in the form of check, credit card, or marketable securities with a quoted market value. Gifts of securities are valued based on the date the employee initiated the gift. No other form of personal or real property will be matched.

[Back to Top](#)

What Is Not Eligible For Matching?

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations.
- Gifts made in lieu of tuition payment for services or fees for service.
- Gifts to Colleges and Universities (SAP is committed to support children in their early stages of life and in addition, supports many Colleges and Universities already through its University Alliance Program, which donates millions of dollars every year.)
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts or payments for primarily political or religious purposes
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution
- K-12 school-based extracurricular activities and enrichment programs (including booster club donations, for sports, band, dance, drama and other school-sanctioned organizations).

[Back to Top](#)

How The Program Works**By Internet:**

Alternatively to this paper-based process, Matching Gift requests can be submitted electronically via a paperless process at [www.easymatch.com/SAP\\$4\\$](http://www.easymatch.com/SAP4).

By Mail:

The employee should:

- Complete Part 1 of the form.
- Mail the *original form*, with the donation and any other necessary documentation, to the institution of your choice that meets the criteria listed in the guidelines. (Faxed copies will not be accepted.) The matching amount provided by SAP will be for unrestricted support.
- Purely charitable; the donor cannot receive a benefit or gift as a result of the contribution.
- A personal contribution by the donor; it cannot come from funds provided by other individuals or groups. For walk-a-thon events, forms must be submitted by each individual contributor, not pooled by the walker.

The recipient organization should:

- Complete Part 2 of the *original* application form.
- The authorized officer of the charity must verify the donation, sign the application and return the original form to the SAP Matching Gift Program, P.O. Box 8857, Princeton, NJ 08543-8857.

Eligible gifts are processed and matched to institutions on a monthly schedule.

Match requests must be registered within six (6) months of the date of payment by check, credit card, or traded securities. Gifts registered after that time will not be eligible. All gifts must be verified by the recipient institutions in order to be matched by SAP.

For more information, please contact the Matching Gift Program via phone at 1-800-457-3314 or email at SAP@easymatch.com.

In addition to this form-based process, please know that matching gift requests can be submitted online at the following web site address: [www.easymatch.com/SAP\\$4\\$](http://www.easymatch.com/SAP4)

[Back to Top](#)

Administrative Conditions

SAP reserves the right to interpret, apply, amend or revoke these guidelines at any time without prior notice. The policies and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between SAP and any one or all of its employees.

[Back to Top](#)