

# Lockheed Martin Corporation University Matching Gift Program

## Guidelines and Gift Form for Sandia

The Lockheed Martin Corporation Matching Gift Program for Colleges and Universities recognizes the colleges and universities of the United States whose graduates contribute so importantly to Lockheed Martin's capability and growth, and provides incentive for individuals to make regular financial contributions to colleges and universities.



Lockheed Martin matches the tax-deductible portion of eligible gifts by Lockheed Martin employees and Board Members to accredited colleges and universities.

### Eligible Individuals

At the time the gift is made, the donor must be a full-time employee, part-time employee working 20+ hours per week, or Board Member of Lockheed Martin Corporation or one of its wholly owned subsidiary companies. The donor must have a minimum of one year of continuous employment and not be retired at the time of the gift.

### Eligible Gifts

Donations must be personal gifts already paid (not merely pledged) directly to an eligible college or university by credit card, check, cash, or as securities having a quoted market value. Gifts must be between \$25 and \$10,000 per individual, per year. The tax deductible amount of each gift is matched dollar for dollar. Purchases of goods or services, such as athletic event tickets, will not be matched. Gifts are only eligible for a certain timeframe and must be verified by the deadlines specified below.

| If the gift is made by Employee within these dates: | And the form is verified by the school by: | Then the gift will be matched by: |
|---|--|-----------------------------------|
| January 1 – December 31                             | February 1 of the following year           | April 1 of the following year     |

### Eligible Colleges and Universities

Junior and community colleges and four-year colleges and universities may receive gifts through this program provided they are: (1) recognized by the Internal Revenue Service of the United States as an organization to which deductible contributions may be made, and (2) accredited by one of the six regional accrediting organizations: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges. Pre-college institutions (high schools, etc.) are not eligible.

### Required Steps for the Donor

1. Complete the Matching Gift Form on following page.
2. Send a copy of both pages to the eligible institution. You can send your donation along with the form or you can send the form after you have sent your donation.

# Lockheed Martin Corporation University Matching Gift Form

## Gift Form for Sandia

| Donor Gift Information (to be completed by Sandia employee)  |                  |                                 |                             |
|--|------------------|---------------------------------|-----------------------------|
| Last Name  |                  | First Name                      | Middle Name                 |
| Gift Date: (MM/DD/YYYY)  |                  | Total Gift Amount:<br>\$        | Tax Deductible Amount<br>\$ |
| Payment Method: (Check, Credit Card, or Stock)   |                  |                                 |                             |
| For Stock Payment:   |                  |                                 |                             |
| Stock Symbol   | Number of Shares | Securities' Quoted Market Value | Date (MM/DD/YYYY)           |
| Designation (If you would like to enter a specific department within the organization that you want your gift to go to, you can do so in this area.) |                  |                                 |                             |

| Recipient Organization        |  |           |          |
|-------------------------------|--|-----------|----------|
| Name                          |  |           |          |
| Street Address                |  | City      | State    |
|                               |  |           | Zip Code |
| US Tax ID/EIN:                |  |           |          |
| Point of Contact information: |  |           |          |
| Name                          |  | Title     |          |
| Email                         |  | Telephone |          |

### Required Steps for the Recipient Organization

1. Complete the Gift Verification section below
2. Send form via fax 978-824-0301 or mail  
Lockheed Martin University Gifts  
c/o Cybergrants, Inc.  
Two Dundee Park, Suite 101  
Andover, MA 01810

| Gift Verification (to be completed by recipient organization)   |                          |
|---|--------------------------|
| Gift Date: (MM/DD/YYYY)   | Total Gift Amount:<br>\$ |
| Regional Accreditation of University/College/Junior College   |                          |
| The gift described herein has been received by this institution, which I certify is eligible for a matching gift under the provisions of the Lockheed Martin program. |                          |
| Sign:   | Date:                    |