



## Scientific Design Company, Inc. Matching Gifts Program

### Procedure:

**STEP ONE:** Eligible employee should fill out Section One completely and send this form with an *original signature* to the recipient with his or her personal contribution.

**Step TWO:** Recipient Organization should complete Section Two and mail the *original* form promptly to:

**Human Resources Department  
Scientific Design Company, Inc.  
49 Industrial Avenue  
Little Ferry, NJ 07643**

**Step THREE:** Scientific Design Company, Inc. will match the contribution within Matching Gifts Program guidelines and mail to recipient organization.

<b>Section One</b> (eligible employee completes this section. Please print or type and sign)			
Employee's Last Name		First	
Home address: Street/Apt. #/ PO Box			
City	State	ZIP	Daytime
Name of Recipient Organization		Date of Gift	Eligible /Tax Code
I certify that I qualify as an employee of Scientific Design Company, Inc. and that my gift is made within the guidelines of the Matching Gifts Program.			
Signature		Date	
<b>SECTION TWO</b> (Recipient organization completes this section. Please print or type)			
As an authorized officer of _____, I certify that the gift described above has the unrestricted use of this organization, which is classified as a public institution under [ ] Section 170 (c) or as a public charity under [ ] Section 501 (c)(3) of the Internal Revenue Code and is an eligible organization as described in the Matching Gifts Program.			
Name of Authorized Officer		Title	
Business Address		Federal E.I.N.	
City	State	Zip	Eligible tax deductible Code