

# **SIA** FOUNDATION, INC.

Post Office Box 6479 Lafayette, Indiana 47903 Phone 765-449-6565 Fax 765-449-6952

**PART I: To be completed by ASSOCIATE and mailed with gift to eligible organization or institution.**

Please print or type:

Associate Name \_\_\_\_\_ Dept. \_\_\_\_\_

Badge No. \_\_\_\_\_ Date of Hire \_\_\_\_\_

Amount of Gift \$ \_\_\_\_\_

Home Address (street, city, zip) \_\_\_\_\_

Home County \_\_\_\_\_

Beneficiary Organization Name \_\_\_\_\_

Address of Beneficiary Organization \_\_\_\_\_

I certify that my gift is a voluntary contribution made from my own resources and not a loan from any other person(s) or organization(s). My gift does not represent in any way tuition, services, subscriptions, tickets, memberships, dues to other exclusions listed on this form. In addition, my gift will not be used for religious, fraternal or political purposes, nor to fulfill any pledge or commitment, nor for any unlawful purpose.

I understand that the SIA Foundation's matching gift is for the unrestricted use of the organization or institution and not for any specific purpose designated by me, including the cancellation of any personal obligation.

\_\_\_\_\_  
Associate Signature                      Date

**PART II: To be completed by an authorized officer of the BENEFICIARY ORGANIZATION or INSTITUTION and mailed to SIA Foundation, Inc.**

Legal Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

Taxpayer ID No. \_\_\_\_\_

I hereby certify that the \$ \_\_\_\_\_ donation described above was received on \_\_\_\_/\_\_\_\_/\_\_\_\_. This organization is eligible to receive a matching gift as set forth on the reverse side of this form. **Enclosed is a copy of a letter from the IRS which documents this organization's income tax exemption under the IRS Code Section 501(c).** I further attest that this gift was made on a totally Voluntary basis and that no individual received any direct Benefit as a result thereof.

Authorized Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Name (Please Print) \_\_\_\_\_  
Title \_\_\_\_\_

Return entire form to: **SIA Foundation, Inc.**  
**P.O. Box 6479**  
**Lafayette, IN 47903**

**Phone: 765-449-6565**  
**Fax: 765-449-6952**

## **Terms and Conditions**

All full-time Associates of Subaru of Indiana Automotive, Inc. are eligible to participate as of the date of their employment. Gifts made by members of an Associate's family are not eligible for matching under this program.

The minimum eligible gift is \$25. The maximum aggregate amount matched in one fiscal year (January 1 to December 31) is \$100 per Associate.

The maximum amount to be allocated by the SIA Foundation for use in the Matching Gift Program is \$10,000 per year. This amount may be changed at the discretion of the SIA Foundation.

All gifts must be paid in full, not pledged. The SIA Foundation match cannot be used to complete the donor's pledge commitment.

Although Associates may designate their gifts for certain restricted funds within the eligible organization or institution, the SIA Foundation's share of a matched gift is intended for the unrestricted use of the recipient organization or institution.

Dues, memberships, tuition, raffle tickets and other such "fees for benefit" are not eligible for a matching gift from the SIA Foundation. Organizations must be able to attest to the "voluntary" nature of the Associate gift and that the donor received no direct benefit, premium or gift.

Gifts must be from the personal resources of the Associate. Contributions made with funds provided in whole or in part by other individuals (including other SIA Associates), groups or organizations do not qualify.

The Matching Gift Program may not be used to match a gift made through Subaru of Indiana Automotive, Inc.'s United Way Campaign.

The SIA Foundation reserves the right to amend the Matching Gift Program as necessary. Regular verification of donors and of recipients is a routine practice of the SIA Foundation staff.

## **Eligibility**

Eligible organizations include not-for-profit institutions and organizations located in the state of Indiana that are recognized by the Internal Revenue Service as tax-exempt under Section 501(c), excluding religious, political or fraternal organizations.

Eligible organizations may also include educational institutions, governmental entities, and quasi-governmental entities based in Indiana.

Ineligible organizations include:

- Religious, political or fraternal organizations
- Organizations that discriminate in the provision of services on the basis of race, sex, color, national origin, disability, age, religious affiliation or any other unlawful basis

## **How to Participate**

Associate must complete PART I of the form and forward the entire form with his/her contribution to the beneficiary organization or institution.

Beneficiary organization or institution must complete PART II and return the entire form with a letter stating the organization's income tax exemption under the IRS Code Section 501(c) to the SIA Foundation.

Gifts will be matched within thirty (30) days of the verification of donor and recipient eligibility. Associate donor will be notified by the SIA Foundation at the time the gift is matched.

The SIA Foundation's fiscal year runs from January 1 to December 31. Requests for matching gifts received after December 1 may be matched in the Foundation's next fiscal year.