

Instructions for Submitting a Matching Gift Remittance

Employee:

- Completes Part 1 of the Matching Gift Remittance Form
- Mails the Matching Gift Remittance Form, vendor EFT form, CA590/587 Form and your gift to the appropriate educational institution.

Educational Institution:

- Completes Part 2 of the Matching Gift Remittance Form
- Completes the Electronic Funds Transfer Authorization Form
- Obtains a copy of Institute's W-9
- CA590/587 Form
- Submits the forms to
Siemens AskHR via
askhr.gss@siemens.com
Tel.: 866-743-6367

Our country's colleges and universities are faced with a continually increasing need for financial support to supplement regular income received from tuition, fees and governmental appropriations. An important source of additional funds is contributions from alumni, parents and other friends of the schools.

Siemens has a Matching Contributions Program to encourage employees to help provide this assistance. Every employee dollar contributed is matched within the limits of the provisions and procedures set forth below. The quality of higher education is of vital concern to all of us and everyone is encouraged to participate.

Provisions & Procedures

Eligible Donors:

- 1) All regular, full-time and part-time employees of Siemens who are active at the time of submission and payment and scheduled to work 20 or more hours per week.
- 2) Employees must have worked for the Company for at least 3 consecutive months and donations must have been made during active employment with Siemens (i.e. not before hire)
- 3) Donors need not have attended the schools to which they give.

Eligible Recipients:

- 1) Two or four-year accredited public or private colleges or universities, and graduate or professional schools which are accredited by an appropriate regional, state, or professional accrediting body are recognized as tax exempt by the U.S Internal Revenue Service and are located in the United States.
- 2) National alumni funds, foundations and associations upon certification that the entire gift was received.

Eligible Contributions:

Siemens will match employee contributions of \$50 or more, with a maximum of \$2,000 per calendar year for each individual.

Procedures:

- 1) The donor completes Part 1 of the Matching Contributions Remittance Form and mails the completed form, vendor EFT form, CA590/587 and their gift to the educational institution.
- 2) The financial office of the educational institution completes Part 2 of the form and returns it with the completed EFT form, CA590/587 and copy of W-9 as directed to AskHR.
- 3) AskHR verifies the eligibility of the contribution and, upon approval, mails the matching contribution to the educational institution.

The Company reserves the right to administer and interpret the program and its determinations are final.

**Siemens US.
Matching Contributions Program for Employees Remittance Form**

Donor Contribution

PART 1. To be completed by the donor who sends this complete form to the receiving school together with their contribution.

To:

Name of school, alumni fund, foundation or association

Address

I enclose the following contribution:

Amount \$: _____

Date of Contribution: _____

Donor's Date of Hire: _____

Donor's Employee ID : _____

Name of Donor (Print): _____

Department (Print): _____

Home Address (Print): _____

Donor's Signature: _____

School Certification

PART 2. To be completed by a financial officer of the school and returned with EFT, CA590/587 and W9 to:
Siemens AskHR via email askhr.gss@siemens.com

I certify that the entire gift described in Part 1 above was received by:

Name of School (PRINT)

From: _____

Rec. Date: _____

Name of Donor (PRINT)

Billing Contact:

Name of School Contact Person

Phone Number

E-mail Address

Gift: \$ _____

Tax Deductible: \$ _____

Remit to Address: _____

Certified by: _____

Signature: _____

Name and Title (PRINT)