

Siemens Matching Gifts Program for Employees

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 are contributions from alumni, parents and other friends of the schools.

Siemens has a Matching Gifts 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 and Procedures

Eligible Donors

- 1) All regular, full-time employees of Siemens who are active at the time of submission and payment.
- 2) 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 located in the United States upon certification that the entire gift was received.
- 2) National alumni funds, foundations and associations affiliated with higher education institutions located in the United States upon certification that the entire gift was received.

Eligible Contributions

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

Procedures

- 1) The employee completes Part 1 of the Siemens Matching Gifts Program for Employees Remittance Form to the right, then sends the form along with his or her contribution to the eligible school/foundation.
- 2) The school/foundation completes Part 2 of the form, then mails the completed form to the address indicated on the form along with the information requested in Part 3 on their School letterhead.
- 3) Upon receipt of the completed form, Accounts Payable will route electronically to the HR Administrator for approval. The HR Administrator is responsible for verifying the eligibility of the employee and the school/foundation under the program guidelines prior to approving. It should take approximately 60-90 days for payment to be received by the school/foundation. If the school/foundation has not previously been set up for payment, then a W-9 form may be required before payment can be made.

The Company reserves the right to administer and interpret the program and its determinations are final. As with any policy, the Company may terminate or change the program at any time.

Siemens Matching Gifts Program for Employees - Remittance Form

Donor Contribution

Part 1. To be completed by the donor who sends this complete remittance form to the receiving school together with his/her contribution.

To: _____
Name of school, alumni fund, foundation or association

School Address

I enclose the following contribution:

Check \$: _____ Date of Gift: _____

Name of Donor: _____

Location and Department: _____

Home Address: _____

Donor's Signature: _____

School/Foundation Certification

Part 2. To be completed by a financial officer of the school and returned along with the required information identified in Part 3:

Matching Gifts Program
Siemens Power Generation
Attn: Lynda Netzer
MC: IMA010
4400 Alafaya Trail,
Orlando, FL 32826

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

Name of School/Tax ID# (Print)

From: _____
Name of Donor (Print)

Certified by: _____
Name and Title (Print)

Signature: _____ Date: _____

School/Foundation Procedures

Part 3. Along with this completed remittance form, the school/foundation must submit the following information provided on their **School/Foundation letterhead**:

School/Foundation Name, Address, Phone Number

Date, Invoice #, Amount Due

Tax ID # or a W-9 form if no Tax ID # is available.