

Instructions for Submitting a Matching Gift Remittance

Employee:

1. Completes the pre-approval process using the SpoDom tool adding askhr.gss@siemens.com as a VIEWER in the Authorization tab.
2. Completes Part 1 of the Matching Gift Remittance Form.
3. Mails the Matching Gift Remittance Form with the gift payment to the appropriate educational institution.

Educational Institution:

1. Completes Part 2 of the Matching Gift Remittance Form.
2. Completes the Electronic Funds Transfer Authorization Form.
3. Obtains a copy of Institute's W-9.
4. Submits the forms to :

Siemens Employee Service Center
Global Shared Services North America
3500 Quadrangle Boulevard
Mail Stop DV-002
Orlando, FL 32817
askhr.gss@siemens.com
Tel.: 866-743-6367
Fax: 407-243-0252

Checklist Forms

Please refer to the respective checklists below before submitting:

Employee:

- Obtain SpoDom Approval
- Matching Gift Remittance Form
- Contribution

Educational Institution:

- Matching Gift Remittance
- Electronic Funds Transfer Authorization Form
- W-9

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 obtains pre-approval of donation using the SpoDom tool.
- 2) The donor completes Part 1 of the Matching Contributions Remittance Form and mails the completed form with their gift to the educational institution.
- 3) The Financial Office of the educational institution completes Part 2 of the form and returns it with the Electronic Funds Transfer EFT form and W-9 via mail or fax as directed to:

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Global Shared Services North America
3500 Quadrangle Boulevard
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Orlando, FL 32817
askhr.gss@siemens.com
Tel.: 866-Siemens (866-743-6367)
Fax: 407-243-0252

- 4) The Siemens Employee Service Center verifies the eligibility of the contribution and, upon approval, mails the matching contribution to the educational institution.

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

Address line 2

I enclose the following contribution:

Amount \$: _____

Date of Contribution: _____

Donor's Date of Hire: _____

Name of Donor (Print): _____

Employee Number: _____

Department (Print): _____ SpoDom Id: _____

Home Address (Print): _____

Donor's Signature: _____

School Certification

PART 2. To be completed by a financial officer of the school and returned with EFT and W9 to:

Siemens Employee Service Center
3500 Quadrangle Boulevard
Mail Stop DV-002
Orlando, FL 32817
Phone: 1-866-Siemens

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

Name of School (PRINT)

From: _____ Date: _____

Name of Donor (PRINT)

Certified by: _____ Signature: _____

Name and Title (PRINT)