

Matching Gifts Program Request Form



INSTRUCTIONS

Donor:

- Complete Part 1 of this form – one for each gift. *Please print or type.*
- Send the form and a copy of the program guidelines with your contribution to the recipient organization.

Recipient Organization:

- Verify receipt of gift.
- Complete Part 2 of this form. *Please print or type.*
- If this is your first matching gift request to Signature Science, LLC, enclose a copy of your Internal Revenue Service 501(c)(3) tax status certificate.
- Forward form to the address printed below.

PART 1 - DONOR SECTION

Donor Information:

EMPLOYEE NAME

E-MAIL ADDRESS

EMPLOYEE NUMBER

HOME ADDRESS

CITY/STATE/ZIP

CONTACT TELEPHONE, INCLUDING AREA CODE

\$ _____ \$ _____
AMOUNT OF GIFT AMOUNT OF MATCH REQUESTED

NAME OF INSTITUTION

CHAPTER NAME (IF ANY)

INSTITUTION CITY, STATE

RESTRICTION OR PURPOSE (IF ANY)

I certify that neither I nor my family will derive any direct or indirect financial or material benefit from this contribution. I certify that this contribution does not represent payment for tuition, services or other personal financial obligations. I have read and understood the guidelines of the Signature Science, LLC Matching Gifts Program.

EMPLOYEE SIGNATURE _____ DATE _____

PART 2 - RECIPIENT SECTION

CHECK ONE: 501(c)(3) Letter Enclosed
 501(c)(3) Letter Previously Sent

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP

TELEPHONE, INCLUDING AREA CODE FAX, INCLUDING AREA CODE

E-MAIL AND WEBSITE ADDRESSES (IF ANY)

\$ _____ \$ _____
AMOUNT OF GIFT TAX DEDUCTIBLE GIFT AMOUNT

I hereby certify that this organization/program meets the eligibility requirements of the Signature Science, LLC Matching Gifts Program, and that neither the donor nor Signature Science, LLC will derive any personal material benefit from this gift or match.

AUTHORIZED OFFICER'S NAME/TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED OFFICER _____ DATE _____

MAIL COMPLETED FORM AND ANY REQUIRED ENCLOSURES TO:

Signature Science, LLC
Attn: Matching Gifts Program
P.O. Box 660362
Austin, TX 78766-7362

Signature Science, LLC's Matching Gifts Program Guidelines



The Signature Science Matching Gifts Program is designed to encourage employees to support charitable organizations with their personal contributions. By using your annual benefit, you can potentially double your gift to eligible institutions, because your contribution will be matched on a dollar-for-dollar basis by Signature Science, LLC, up to your annual limit.

Signature Science has a strong tradition of support for charitable organizations, both through our Matching Gifts Program and directed grants. Your contribution to support educational institutions, museums, hospitals, public television and radio networks, and other community organizations help assure that this tradition will continue well into the future.

WHO CAN PARTICIPATE?

All active Signature Science, LLC employees are eligible.

WHICH INSTITUTIONS QUALIFY TO RECEIVE MATCHING?

The Program matches gifts to institutions that are recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code, or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

WHAT IT IS NOT ELIGIBLE FOR MATCHING?

- Gifts made in lieu of tuition payment for services
- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts or payments for primarily political or religious purposes
- Donations to separately incorporate Parent Teacher Organizations
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

WHAT SIZE GIFT WILL BE MATCHED?

There is no minimum gift eligibility requirement. Multiple gifts to multiple institutions may be matched, up to a maximum of \$50 per employee per calendar year.

IS THERE A TIME LIMIT FOR MATCHING MY GIFT?

Gifts must be registered within one year of the date of payment by check, credit card or traded securities. Gifts registered after that time will not be eligible. All gifts must be verified by the recipient institutions in order to be matched by Signature Science. Eligible gifts will be matched on a dollar-for-dollar basis (up to the employee's annual Program limit), and distributed to the institution upon receipt and approval of the verification form.

FOR MORE INFORMATION CONTACT:

Judy Schooling
Matching Gifts Program Administrator

Phone: (877) 474-4724 x2016

Fax: (512) 533-2060

E-mail: jschooling@signaturescience.com

Signature Science, LLC reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time.