

Smith & Nephew Charitable Choices Matching Gifts Program

Steps	Who	Actions Required
1	Employee	<ul style="list-style-type: none"> • This HRP does NOT apply to charitable contribution requests payable directly to a Health Care Provider (HCP) or HCP's office. These requests fall under the Compliance Global Policy and Procedure (GPP04) – Grants and Donations. Please contact your local OEC contact for questions. • Send completed Matching Gift Form and your contribution directly to the recipient organization.
2	Recipient Organization	<ul style="list-style-type: none"> • Complete Part 2 of the Matching Gift Form in its entirety. • Return completed form with requested information to: matchedgiving@smith-nephew.com
3	Smith & Nephew	<p>Smith & Nephew will match the gift if the following conditions are met:</p> <ul style="list-style-type: none"> • Matching Gift form is received by the Matching Gifts Administrator. • Funds are budgeted for a match by the employees department. • The form is complete in its entirety. • Smith & Nephew employee and the gift meet the Matching Program's eligibility requirements. • Employee will be notified when the match is disbursed.

Matching Gift Form

This form can be found on the LIFE, Smith & Nephew Intranet Portal

Step 1.

Part 1: To be completed by employee and mailed with gift to the eligible organization

DONOR'S NAME: _____

MAILING ADDRESS: _____

EMPLOYEE'S DIVISION AND DEPARTMENT:

DATE OF EMPLOYMENT: _____

AMOUNT AND FORM OF GIFT (Smith & Nephew will match up to a current value of 132 GBP or \$200 Dollars)

CONTRIBUTION AMOUNT: _____

DATE OF GIFT: _____

SIGNATURE OF DONOR: _____

Step 2: Recipient Organization

Part 2: To be completed by authorized financial office of the receiving charitable organization and mailed to Smith & Nephew.

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

REGISTERED CHARITY NUMBER: _____

NAME OF CERTIFYING OFFICER: _____

SIGNATURE OF CERTIFYING OFFICER: _____

TITLE: _____

DATE CERTIFIED: _____

WEBSITE (for payment):

When parts 1 & 2 are completed, please scan and return the entire form to:

matchedgiving@smith-nephew.com