

**Stream Global Services
Gift Matching Program Application – United States**

SECTION 1 – To be completed by eligible employee

Employee Name: _____ Amount of Gift: _____

Regular, Full-time date of hire: _____ Site: _____

Name of Organization Receiving Gift: _____

I certify that the information submitted is correct and that my gift fully complies with the guidelines of Stream Global Services Gift Matching Program.

Employee Signature

Date

SECTION 2 – To be completed by organization receiving gift

Legal name of organization: _____

Street: _____

City: _____ State: _____ Zip: _____

Amount Received: _____ Date Received: _____

I certify that the above indicated gift has been received and fully complies with the guidelines of Stream Global Services Gift Matching Program, as stated on the back of this form.

Authorized Signature

Date

Name (please print): _____

Title: _____ Phone: _____

Organization: Please retain a copy for your records and fax original to Stream Global Services:

Stream Global Services
Benefit Department
2220 Campbell Creek Blvd.
Suite 100
Richardson, TX 75082
Fax Number: 469.624.5904

SECTION 3 – To be completed by Corporate Benefit Department

I certify that the employee meets the eligibility requirements to participate in the Stream Global Services Gift Matching Program and that this match can be paid by Accounts Payable.

Authorized Signature

Date

Title: _____ Phone: _____

Gift Matching Program – United States

Benefit

The program matches employee cash contributions to eligible nonprofit organizations on a dollar for dollar basis, up to \$250 per employee per calendar year. The benefit maximum is calculated during the calendar year in which the match is made by Stream. A \$25 minimum match is required for processing.

Eligible Nonprofit Organizations

Contributions to organizations which are nonprofit, tax exempt and formally recognized as a registered 501(c) 3 charity by the Internal Revenue Code are eligible under the gift matching program. The organization must be based in the United States.

The following are not eligible recipients under this program:

1. Political organizations
2. Organizations primarily promoting religious purposes
3. Donor advised funds, private foundations, personal trusts
4. Organizations that do not comply with Stream's non-discrimination policy
5. Organizations that the Stream Benefit Committee in its sole discretion determines are not eligible or not in the best interests of Stream.

Eligible Expenses

Eligible gifts considered for matching include contributions to public hospitals, and nonprofit cultural, educational, social service, or youth organizations. Examples of ineligible gifts include pledges, gifts made under wills, gifts made in lieu of tuition, payment for services, dues paid to alumni groups, payment for benefit functions, donations of personal property such as used clothing, and any other payments that may give a personal benefit to the employee or are not direct gifts to an organization. The Stream Benefit Committee reserves the right to make final decisions concerning eligibility.

Gift Matching Procedures

Employees should obtain a gift matching application from local HR and complete section one. The employee submits to the organization the application along with donation. The receiving organization completes section two of the application, confirms receipt of a cash gift, and returns the application to the Stream Benefit Department. Benefit Department receives the application and determines eligibility in the program, tracks the year to date matching gift amount for each employee, and forwards the information and approval to Accounts Payable for processing at least quarterly. Stream will send an email notification to the employee once payment is sent to the organization.

Stream reserves the right at any time and at its discretion to amend, modify, reduce, discontinue or terminate this program.