

SunGard Higher Education (SGHE) will match gifts by eligible employees to educational institutions in the United States or established 501(c)(3) foundations in the United States that are affiliated with non-US educational institutions. SGHE will match gifts in the form of cash, check, or credit card. SGHE will not match contributions representing testamentary gifts, alumni or membership dues, athletic programs or activities, religious programs or activities, payment of tuition or student fees, gifts of future interest, or life insurance premiums. SGHE's matching gift will follow completion of all items on this form and submission of required paperwork.

**SECTION A: EMPLOYEE COMPLETES SECTION AND SENDS TO NON-PROFIT WITH CONTRIBUTION (Please Print Clearly)**

Employee Name \_\_\_\_\_

Home Address \_\_\_\_\_

Employee Email \_\_\_\_\_ Employee Phone \_\_\_\_\_

Name of Recipient Organization \_\_\_\_\_

Date of Gift \_\_\_\_\_ Amount of Gift \_\_\_\_\_ (Please Review Policy Document for min/.max.)

\_\_\_\_\_  
Employee's Signature (form must be signed)

**SECTION B: 501(c)(3) ORGANIZATION COMPLETES SECTION AND RETURNS W-9, 501(c)(3) CERTIFICATE, and THIS FORM TO: SunGard Higher Education, Matching Gifts Program, 4 Country View Road, Malvern, PA 19355**

**(Please Print Clearly)**

\_\_\_\_\_  
Name of Organization, Department to Which Check Should Be Directed Tax ID \_\_\_\_\_

\_\_\_\_\_  
Mailing Address (Box, Floor, Suite No.) City State/Zip

*SGHE only matches the tax-deductible portion of a gift. Note that the company has an annual maximum per year, per employee. If prior matching contributions have been made or the maximum has been reached, the company match amount may differ from the employee contribution. Please allow one to three months for matching gift check distribution.*

\$ \_\_\_\_\_  
Eligible Tax-Deductible Amount

As an AUTHORIZED OFFICER of this beneficiary, I acknowledge receipt of the above described gift. I certify:

- (a) that this institution/organization is an accredited educational institution in the United States with IRS 501(c)(3) public charity status or an established 501(c)(3) foundation in the United States that is affiliated with a non-US educational institution;
- (b) that this institution/organization is organized in the United States of America or a possession thereof, or under the law of the United States, any state, the District of Columbia, or any possession of the United States;
- (c) that contributions to this institution/organization are deductible for federal income tax purposes; and
- (d) that this contribution and matching gift will not be used to fund any political party or for the benefit of any candidate or elected official of the federal government, any state or local government or any political subdivisions thereof.

I further certify that this gift is a voluntary, charitable contribution and does not represent in any way a fee or membership dues, tuition, tickets, or other goods and services, and that the donor does not receive benefits as a result of this gift.

I have included a copy of my organization's W-9 form and 501(c)(3) certificate.

\_\_\_\_\_  
Authorized Signature (form must be signed) Print Name

\_\_\_\_\_  
Telephone # and Extension Fax # Title/Department

The authorized signature certifies that the information is accurate, the indicated gift has been received, and the donation fully complies with the program provisions on this form. SunGard Higher Education reserves the right to suspend, amend or terminate the program at any time and reserves the right to determine whether any gift shall be matched. The interpretation, application and administration of the Matching Gifts Program shall be determined by SunGard Higher Education, whose decision will be final.

**MAIL W-9, 501(c)(3) CERTIFICATE, and THIS FORM TO: SunGard Higher Education, Matching Gifts Program, 4 Country View Road, Malvern, PA 19355**

Questions? Contact Paul Ferguson at 610.578.5073 or paul.ferguson@sungardhe.com