Matching Gifts Form

SGI will match 100% of employee contributions to educational institutions and other charitable organizations, recognized by the Internal Revenue Services to which contributions are deductible for federal income tax purposes. The match will be made provided the employee makes a **minimum contribution of $25 and up to a maximum of $1,000 per employee per calendar year.** The date of the employee's donation is used to determine the employee's total contributions in each calendar year. For further information regarding eligibility of organizations, please refer to SGI Portal (US HR Community/Folders/Benefits).

Section A of the form has to be completed b the SGI employee then submitted to their intended recipient educational institution of charitable organization.

Section B of the form needs to be completed by the recipient organization and returned to Human Resources, Matching Gift Administrator, Syncora Guarantee, Inc., 1221 Avenue of the Americas, New York, NY 10020, together with proof of their tax exempt status.

PART A (Employee to complete):

Name:_____

Location:_____

Charitable Gift to:_____
                                   (name of organization)

Payment Amount:_____ Date of Contribution: _____
                                   (minimum $25.00)

Employee Signature: _____

PART B (Recipient Organization/Charity to complete):

As an authorized officer of _____, I certify receipt of a $ _____
                                   (Name of recipient organization)

Donation from _____   _____
                                   (Employee name)   *(Date)*

Organization mailing address: _____

City, State, Zip:_____

Name of Certifying Officer: _____ Title:_____
Certifying Officer must attach a copy of IRS letter of determination of tax-exempt status (IRS Section 501©3 of the Tax Code)

Signature:_____ Date: _____

Phone Number: _____

Please note that SGI will be unable to process the matching gift contribution unless a copy of the 501 (c) (3) is included.

SYNCORA
Guarantee

POLICY

The SGI Holdings US, Inc. Matching Gifts Program serves as an incentive to individual employees to support educational institutions and other charitable organizations. Under the program, SGI will match 100% of individual employee contributions from a minimum of $25 to a maximum of $1,000 per employee during a calendar year. In order for SGI Holdings US, Inc. to provide matching funds, the employee and recipient organization must be eligible as described herein.

PROCEDURE

The employee must complete Part A of the Matching Gift form and transmit it, with the payment to the charitable organization. The charitable organization must complete Part B of the form, which verifies receipt of the gift, and return it together with a copy of their 501(c) (3) determination letter to SGI Holdings US, Inc. Matching Gift Program Administrator, Human Resources, 1221 Avenue of the Americas, New York, NY 10020.

Upon receipt of the completed form (Part A and Part B), the Matching Gift Program Administrator will process for eligibility. Once processed all forms received will be forwarded to Accounts Payable on the 15th of each month (or the following Monday, if it falls on a weekend). The eligible organization can expect payment approximately 15 days from that date.

Questions of interpretation, application, or administration of the program shall be determined by SGI Holdings US, Inc., guided by the general purposes of the Matching Gifts Program, and the company's determination shall be final. SGI Holdings US, Inc. may at any time change or discontinue the program, but this would not affect the intention of the company to match the employee gifts made prior to amendment or discontinuance. All matching is at the discretion of SGI Holdings US, Inc.

ELIGIBLE EMPLOYEES

Those eligible to participate in the program are persons actively employed by SGI Holdings US, Inc. or any of its subsidiaries within the United States or its possessions as hourly or salaried employees, working at least 30 (thirty) hours per week. The company will not match group gifts.

ELIGIBLE ORGANIZATIONS

All organizations must be recognized by the Internal Revenue Service as organizations to which contributions are deductable for federal income tax purposes. An authorized Officer of the organization must attest to the organization's tax exempt status (per IRC Section 501 (c) (3)).