

# Matching Gifts Form

SGL 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 by the SGI employee then submitted to their intended recipient educational institution or 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: Sallie Krueger

Location: Syncora Guarantee Inc., 1221 Avenue of the Americas, New York, NY 10020

Charitable Gift to: American Cancer Society  
(Name of organization)

Payment Amount: \$50.00 Date of Contribution: September 29, 2009  
*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 \_\_\_\_\_ (Date)  
(Employee name)

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(c) (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*

# **SGI HOLDINGS US, INC. MATCHING GIFTS PROGRAM**

## **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 15<sup>th</sup> 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 deductible 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)).



# American Cancer Society

## Transaction Receipt

Please print or save a copy of this receipt for your records.

### Donor Information:

Name: Sallie Krueger  
Street: 101 West Avenue  
  
City: Darien  
State: CT  
Zip: 06820-4410  
Country:  
E-mail: salk8@yahoo.com

### Billing Information:

Name: Sallie Krueger  
Street: 101 West Avenue  
  
City: Darien  
State: CT  
Zip: 06820  
Country:  
E-mail: salk8@yahoo.com

Card Number: XXXXXXXXXXXXX-1295  
Expiration Date:

Routing Number:  
Bank Account Number:

### Transaction Information:

Reference Number: 1176-11621-1-6689080-6912426  
Transaction Date: September 29, 2009  
Transaction Amount: \$50.00  
Value of Goods/Services: \$0.00  
Tax Deductible Amount: \$50.00

### Additional Fields:

Transaction Id: 6912426  
Constituent Id: 13058348  
Member Id:  
Transaction Date/Time: September 29, 2009 - 01:36 PM CDT  
City/State/Zip: Darien, CT 06820  
Campaign Name: FY09 National Donation Campaign