

## **TALX Matching Gifts Program**

The TALX Matching Gifts Program was established to support the interests and concerns of our employees, and to recognize and encourage active community involvement. Under the plan provisions, cash donations made by employees to qualified charitable, educational, and other nonprofit organizations are matched by TALX with dollar-for-dollar contributions called matching gifts.

Regular full-time and part-time employees may participate in the matching gifts plan after completing 90 days of service. Employees may request up to a maximum of \$500 dollars per calendar year to match their personal cash donations to qualified nonprofit organizations. A minimum donation of \$50 dollars to a single organization is required to qualify for a matching gift. Employees may choose to divide the TALX matching gift maximum amount between one or more nonprofit organizations.

TALX will match employees' cash donations to nonprofit organizations that meet the following criteria:

- \* Non-profit institutions located in the U.S. under 501(c)(3) of the Internal Revenue Code.
- \* The organization must not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by federal, state, or local law.

The following types of cash donations cannot be matched by the TALX matching gifts plan:

- Donations that generate a tangible return to the contributor such as discounts, tickets, improved seating, or promotional items.
- Payments to educational institutions that cover the cost of services, tuition, books, or student fees.
- Contributions made jointly by several individuals or with funds provided by other individuals.
- Contributions to political, fraternal, and veterans organizations.
- Donations supporting religious organizations.
- Donations to fraternities, sororities, or other social organizations.
- Dues payable to alumni groups or other membership organizations.
- Gifts to individuals or private foundations.

Employees may request matching gifts by completing their portion of the matching gifts request form and forwarding it to the recipient organization along with their donation and a copy of the TALX matching gifts plan policy. The recipient organization must complete the organization section of the form and return it to TALX along with proof of their tax-exempt status and a Request for Taxpayer Identification Number and Certification (IRS Form W-9). If the request is approved, a check will be mailed directly to the recipient organization. A notice of approval or denial will also be sent to the requesting employee. Matches are paid quarterly.