

U.S. Central Matching Gift Program Form

Program summary:

The Matching Gift Program for employees offered through U.S. Central Credit Union underscores the company's commitment to improve the quality of life in communities where the employees of U.S. Central and its subsidiaries live and work. Through the Matching Gift Program, U.S. Central matches employee's financial contributions to qualifying organizations on a 1-for-1 basis, up to the annual maximum of \$250 per employee. The minimum gift eligible for matching funds is \$50, and all matching donations are made quarterly.

Eligible participants:

Full-time and part-time employees of U.S. Central and subsidiaries with at least six months of service are eligible to participate in the Matching Gift Program.

Eligible organizations:

To be eligible to receive a matching donation through the Matching Gift Program, an organization must operate as a not-for-profit organization and be recognized by the IRS as a 501(c)(3) tax-exempt organization.

Ineligible gifts:

The following gifts are not eligible to be matched by the U.S. Central Matching Gift Program:

- In-kind donations
- Payments that cover tuition, books, student fees or other similar charges
- Subscriptions
- Contributions to gain admittance to an event or activity
- Memberships or dues
- Advertising

Matching Gift Program and the Equal ImPACt Program (formerly Matching Hearts Program):

The U.S. Central Matching Gift Program for employees is a **separate** donation program from the Equal ImPACt Program offered through the U.S. Central Political Action Committee. The two programs are not associated with each other. Eligible employees participating in the PAC donation program also may participate in the Matching Gift Program and vice versa.

Request procedures:

To submit a matching gift request, U.S. Central employees should submit the required documentation of the gift along with a completed Matching Gift Program form to **Dawn Schumacher in the communications department**. Requests will be matched quarterly.

Administrative conditions:

U.S. Central Credit Union reserves the right to amend or discontinue the Matching Gift Program at any time. The interpretation, application and administration of the program will be determined solely by U.S. Central Credit Union, whose decision will be final. U.S. Central determines the total amount of funding annually available for Matching Gift Program requests and will match approved gift requests as long as funding is available. For questions, contact Dawn Schumacher in the communications department at (913) 227-6386.

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Employee instructions:

Please complete the Employee Gift Information (Section I). Then EITHER:

1. Attach a letter from the not-for-profit organization confirming receipt of your gift and the deductibility of your gift. Also attach a copy of the organization's tax-exempt certificate. Forward to Dawn Schumacher in the communications department.
– OR –
2. Have the not-for-profit organization complete Section II of this form and return it directly to Dawn Schumacher at the address listed below. Also have the organization attach a copy of its tax-exempt certificate.

PLEASE NOTE: Do not submit cashed or uncashed checks with this form. Send your gift directly to the not-for-profit organization.

Section I – Employee Gift Information (to be completed by employee making donation)	
Employee name: _____ Employee department: _____	
Length of employment: _____ Employee phone extension: _____	
Organization receiving gift: _____	
Organization address: _____ _____	
Amount of gift: \$ _____ Date of gift: _____	
Unrestricted use: _____ Specific use (please specify): _____	
<i>I certify that the information submitted is correct and that my gift fully complies with the provisions of the program as described on the reverse side of this form.</i>	Donor's signature: _____ Date: _____

Section II – Donation Recipient Verification (to be completed by organization receiving donation)	
Name of organization: _____	
Street address: _____ _____	
Phone number () _____ Tax ID number _____	
Gift of \$ _____ was received on _____ by _____.	
<i>As an authorized officer of this organization, I verify receipt of this gift and certify that the organization is eligible to receive matching funds from U.S. Central Credit Union under the provisions of the reverse side of this form and qualifies for federal income tax exemption under section 501(c)(3) of the Internal Revenue Code. Furthermore, I certify that this is a voluntary contribution from the donor.</i>	
Authorized signature: _____ Date: _____	
Print name and title of authorized signer: _____	
When signed by authorized official, return this form, along with a copy of the organization's 501(c)(3) certificate, to: Dawn Schumacher, Communications Department, U.S. Central Credit Union, 9701 Renner Boulevard, Lenexa, Kansas 66219.	