

## Matching Gift Program Guidelines

The United Technologies Matching Gift Program is committed to improving the quality of life in the communities in which our employees and their families live and work. The matching gift program provides an opportunity for the company to join with employees in supporting this commitment.

### Eligible Participants

Any full-time employee or member of the Board of Directors of United Technologies Corporation or one of its domestic divisions or subsidiaries who has completed one year of service. Part-time, temporary and retired employees are not eligible. Gifts from spouses and other family members are not eligible for matching.

### How the Program Works

United Technologies will match contributions (gifts must be paid, not pledged) between \$25 and \$10,000 per individual, per calendar year, to eligible institutions at a 1:1 ratio, for a maximum United Technologies contribution of \$10,000. Gifts must be made from the employee's own funds directly to approved institutions.

Contributions must be paid by cash, check, or negotiable securities that have a publicly listed market value. The value of securities will be determined based upon the closing market price on the date of the gift. No other form of personal or real property, gifts in-kind, materials, gifts made by will or similar mechanisms or supplies will be matched. Gifts must be registered within one year of the date of the gift. Gifts registered after that time will not be eligible.

Gifts up to and including \$100: United Technologies will match the entire amount. Gifts over \$100: United Technologies will match the entire gift, if at least 75% is tax deductible. If less than 75% is tax deductible, the company will match the tax-deductible amount. Example: for a gift of \$500, if the tax-deductible amount is \$375 or more, the entire \$500 will be matched. If the tax-deductible amount is less than \$375, then only the tax-deductible portion will be matched.

### Eligible Organizations

All institutions must be located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code.

Eligible educational institutions are: two-year and four-year colleges; graduate schools; professional or technical schools; and private secondary schools that include at least grades 9-12, which are:

- Non-discriminatory, degree/diploma granting
- Accredited by a nationally recognized regional or professional association

Eligible cultural institutions are: arts education; dance companies; opera companies; historical societies; neighborhood art centers; orchestras; libraries, museums; community or other theater groups; musical performing groups; public radio and television broadcasting; and historic architectural restoration projects.

Eligible environmental institutions must have, as their primary mission, the conservation of natural resources or the protection, preservation or enhancement of the environment.

- The organization must not engage in, nor advocate, illegal action.

### Ineligible Gifts

- Dues or gifts to alumni groups which are not distributed to the eligible higher education institution
- Amounts payable as dues, subscription fees for publications, ticket or merchandise purchases
- Insurance premium payments
- Payments that cover the cost of services, tuition, books or student fees
- Gifts to booster clubs, individuals, sororities or fraternities
- Gifts to fulfill tithes, pledges or other church-related commitments
- Gifts to the United Way or Combined Health Appeal
- Gifts made with funds provided to the employee for donation purposes by other individuals (i.e. pooled/group funds)

### Procedure

*The employee should:*

- Complete Part 1 of the form.
- Mail the *original* form, with the donation and any other necessary documentation, to the eligible institution of your choice.

*The recipient organization should:*

- Complete Part 2 of the *original* application form.
- The authorized officer of the charity must verify the donation, sign the application and return the *original* form to the United Technologies Matching Gift Program, P.O. Box 3468, Princeton, NJ 08543-3468.

Eligible gifts are processed and matched to institutions on the following quarterly schedule. Incorrect or incomplete forms are delayed while the required information is obtained.

| Applications Received by: | Matching Gifts Paid by: |
|---------------------------|-------------------------|
| March 1                   | March 31                |
| June 1                    | June 30                 |
| September 1               | September 30            |
| December 1                | December 31             |

The donor's annual limit is based on the date of the gift.

The United Technologies Matching Gift Program may be contacted at:

1-866-454-8215 ..... Telephone  
 1-609-799-8019 ..... Fax  
[utc@easymatch.com](mailto:utc@easymatch.com) ..... Email  
<http://www.easymatch.com/utc> ..... World Wide Web

United Technologies reserves the right to modify or discontinue the program at any time. United Technologies determines the eligibility of organizations and gifts and its decisions are final.



# Matching Gifts Program Request Form

## INSTRUCTIONS

### Donor:

- Complete Part 1 of this form – one for each gift. *Please print or type.*
- Send the form and a copy of the program guidelines (on the reverse side of this form) with your contribution to the recipient organization.

### Recipient Organization:

- Verify receipt of gift.
- Complete Part 2 of this form. *Please print or type.*
- If this is your first matching gift request to United Technologies, enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief copy of your organization mission statement
- Forward form to the address printed below.

## PART 1 - EMPLOYEE SECTION

(To be completed by employee)

Employee

Director

EMPLOYEE'S SOCIAL SECURITY NUMBER

EMPLOYEE NAME

HOME ADDRESS

CITY/STATE/ZIP

( )

BUSINESS TELEPHONE, INCLUDING AREA CODE

E-MAIL ADDRESS

BUSINESS UNIT

DATE OF HIRE

EXACT DATE OF GIFT

\$

\$

AMOUNT OF GIFT (MIN \$25)

AMOUNT OF MATCH REQUESTED (MIN \$25)

Cash

Securities \_\_\_ Shares of \_\_\_\_\_

Name of Securities

NAME OF RECIPIENT ORGANIZATION

CITY, STATE

GIFT DESIGNATION, RESTRICTION OR PURPOSE (IF ANY)

I certify that this gift is solely for the use of the organization named and that a portion of this gift is tax-deductible under IRS rules. I further certify that the amount given is entirely my own.

EMPLOYEE SIGNATURE

DATE

## PART 2 - RECIPIENT ORGANIZATION SECTION

(To be completed by organization)

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP

( )

( )

TELEPHONE, INCLUDING AREA CODE

FAX, INCLUDING AREA CODE

E-MAIL

WEBSITE ADDRESS

DATE RECEIVED

\$

\$

AMOUNT OF GIFT

TAX DEDUCTIBLE GIFT AMOUNT

I confirm the above gift was received and this organization is tax exempt under the U.S. Internal Revenue Code. I further confirm that the tax-deductible portion of the gift is as indicated on this form.

AUTHORIZED OFFICER'S NAME/TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED OFFICE

DATE

### MAIL COMPLETED FORM AND ANY REQUIRED ENCLOSURES TO:

United Technologies Matching Gifts Program  
P.O. Box 3468  
Princeton, NJ 08543-3468  
Phone: 1-866-454-8215  
E-mail: [UTC@easymatch.com](mailto:UTC@easymatch.com)  
Web Site: <http://www.easymatch.com/utc>