

# VMware Foundation – VMware Matching Gift Program Policy

Audience: Employees

*Usage: INTERNAL*

The VMware Matching Gift Program represents an important part of our corporate giving and is one of the ways that VMware, in partnership with the VMware Foundation, supports employees' philanthropic efforts while strengthening the communities in which we live and work. To maximize the impact, VMware Foundation will match, dollar for dollar, gifts given by eligible participants, up to \$500 per donor per calendar year.

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## Who Can Participate?

- All U.S.-based regular, full time (30+ hours/wk) VMware employees or employees of wholly owned subsidiaries are eligible.
- Spouse, family member, international, intern, temporary, contract, or terminated employees and those on long-term disability or salary continuance (severance) are not eligible for this program.

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## Matching Limits

- VMware will match up to \$500 per calendar year in gifts you make to eligible charitable organizations or educational institutions.
- VMware will match gifts of cash, personal check, or credit card.
- Gifts by eligible employees must be \$100 or more, and the gifts must be actually paid, not merely pledged before they are matched.

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## Eligible Organizations

An eligible organization must adhere to the following:

- Be located in the United States or one of its possessions.
- Be recognized by the Internal Revenue Service under Section 501(c)(3) of the U.S. Internal Revenue Code or as an instrumentality of federal, state, or local government provided by Section 170(c)(1) of the Code.
- Educational institutions that qualify to receive a matching gift from VMware are private and public degree-granting colleges and universities, two-year colleges, graduate and professional schools, technical and specialized schools, seminaries, and theological schools, publicly and privately supported primary and secondary schools. VMware will also match gifts to tax exempt alumni funds, foundations, and associations whose exclusive purpose is to support one of these educational institutions. Parent Teacher Associations (PTA), recognized by the IRS as tax exempt under section 501(c)(3), are also eligible. Please note: Only charitable gifts to these institutions are eligible for a matching gift.

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### What Contributions are NOT Eligible?

- Gifts which result in you or a family member receiving a benefit (e.g. auction items, dinner, raffle and/or sporting event tickets, sponsorships, golf tournaments, clubs, memberships, etc.)
- Dues and subscription fees.
- Gifts to private operating foundations 501(c)(3), Status 3 and Status 4, which have deductibility limitations.
- Gifts to Donor Advised Funds.
- Grouped and pooled gifts (e.g. contributions made by a group of employees or other persons and claimed as one gift from a single eligible donor).
- Gifts to an established community foundation, charitable gift, or family fund or gifts to create one.
- Deferred gifts (e.g. annuities, charitable remainder trusts, etc.) bequests and insurance premiums that name the organization as the beneficiary.
- Tuition fees, loan payments, and payments in lieu of tuition.
- Travel or other gifts in kind.

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### How to Contribute

- Make your gift directly to the charity.

- Within 6 months of the gift, you may request a matching gift through a quick, user-friendly, online request process at the VMware Matching Gift Program web site: <http://www.easymatch.com/VMware>.
- Simply have the name and address of your organization, date, and tax deductible amount of your gift. You will be asked to provide this information as well as the amount you wish to be matched.
- Following receipt of the request, the VMware program administrator (JK Group) will contact the organization to verify receipt of your gift.

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### How the Match Works

The VMware Foundation will match up to a maximum of \$500 per calendar year, per employee to any number of eligible organizations. Gifts made in a calendar year will be applied toward your matching gift maximum for that same calendar year. Matching gift requests must be submitted and received for gift matching within six months of the date of the gift. Gifts must be a personal, tax-deductible gift which has been paid and not simply pledged. The minimum gift eligible for matching is \$100.

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### Payment Schedule

Example: You make a gift on March 10th to an eligible non-profit. You access the VMware Matching Gift website to request a match. Our fiscal agent – JK Group – will contact the recipient non-profit agency to verify receipt of your gift. If the verification is completed by April 1st, then a check will be cut for them and mailed to them, no later than April 30th.

Matching gift payments will be paid on a monthly schedule.

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### For More Information

If you have questions about the matching gifts program, please e-mail [VMwareMatch@easymatch.com](mailto:VMwareMatch@easymatch.com) or call 1 (888) 671-4438.

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### An Additional Note to Employees

VMware Foundation may suspend, amend, or discontinue the VMware Matching Gift program at any time without advance notice and reserves the right to determine whether a matching gift shall be made based on eligibility. If a matching gift is at any time found to have been generated by an ineligible person or organization, the Foundation will expect return of the matching gift. A matching gift from VMware Foundation does not constitute an endorsement by the Foundation or by VMware, Inc.

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