

# Matching Gifts

You donate,  
we double it

To be completed by  
a financial representative  
of the **recipient organization**

## Xcel Energy Foundation Matching Gifts Program

To qualify for a matching gift from Xcel Energy Foundation, please verify receipt of this gift. Return this completed form and a copy of your IRS 501(c)(3) determination letter (forms submitted without the 501(c)(3) determination letter will not be processed) to:

Xcel Energy Employee Involvement Programs  
P.O. Box 8809  
Princeton, NJ 08543-8809

### Please print.

I certify that the entire gift of \$ \_\_\_\_\_ was received on \_\_\_\_\_

Organization Name \_\_\_\_\_

EIN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Contact Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For more information, please visit the program site  
at <https://www.easymatch.com/xcelenergy>.



## Statement of Purpose

Xcel Energy Foundation's  
Matching Gifts program is intended to:

- Support our employees' and retirees' investments in organizations that add value to our communities;
- Empower our employees and retirees with the responsibility for choosing how we invest Foundation dollars;
- Enhance the economic vitality and well-being of the communities in our service areas.



1-800-328-8226  
xcelenergy.com

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# Matching Gifts

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## Xcel Energy will match your donations to charitable organizations and institutions of higher education

Xcel Energy Foundation has partnered with Easymatch to double your donations to eligible organizations, as follows:

- Qualified nonprofit organizations with 501(c)(3) Internal Revenue Service (IRS) status; and
- All post-secondary, two- and four-year public and private colleges, universities, graduate/professional schools and seminaries located in the United States.

In accordance with IRS regulations, donations must be philanthropic gifts to the organization, without any financial or material benefit to the donor.

### Gifts to Nonprofit Organizations

Donations of \$25 or more will be matched up to a limit of \$750 per year for each participant. Matching funds will be granted only to qualified nonprofit organizations that present a 501(c)(3) IRS determination letter to Easymatch.

### Ineligible gifts

- Gifts to private foundations, churches or public or private K-12 schools
- Pledges, bequests, gifts to individuals, in-kind gifts (e.g. gifts of stock, artwork, livestock, payment of insurance premiums and real or personal property)
- Donations to political campaigns or to influence legislation
- Donations to the United Way or other federated giving campaigns (these are matched automatically; you need not complete this form)
- Gifts that benefit individuals, such as financial aid, tuition, books or student fees
- Pledges, third-party or pooled gifts

### Gifts to Higher Education

Gifts of \$25 or more to higher education will be matched up to a limit of \$2,000 per participant per calendar year.

### Ineligible gifts

- Gifts that benefit specific individuals, such as financial aid, tuition, books or student fees
- Athletic, recreation or social events
- Pledges, third-party or pooled gifts
- Payments to umbrella organizations

## Employees and retirees are eligible

All full- and part-time employees and retirees are eligible to participate in the Matching Gifts program. (Contract or temporary employees, spouses, family members and employees on leave are not eligible.)

## Doubling your donation is simple

There are two ways to donate and have your gift matched:

### Online

1. Employees or retirees may request matching gifts through a quick, user-friendly, online request process at the Xcel Energy Matching Gifts Program web site <https://www.easymatch.com/xcelenergy>.
2. Log in to the website with the user id and password you received from the Foundation. If you are a new employee or did not receive a mailing from the Foundation, you will be able to retrieve a user id and password from the Easymatch website.

### Using this paper form

1. Complete the attached form and send it with your check to the designated organization. (Additional forms are available to employees on XpressNET.)
2. The nonprofit organization will verify your gift and send the application, along with a copy of its 501(c)(3) determination letter from the IRS, to Easymatch for processing.
3. Easymatch sends matching gifts from Xcel Energy Foundation to nonprofits quarterly.

Eligible requests are processed on a quarterly schedule:

Received by:	3/1	6/1	9/1	12/1
Processed by:	3/31	6/30	9/30	12/31

Matching Gifts must be requested within one year of the gift date. Requests received after that time will not be honored. Receipt of the gift will be verified by the organization.

For more information, please visit the program site at <https://www.easymatch.com/xcelenergy>.

## Matching Gifts

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To be completed  
by the  
Xcel Energy employee or retiree

## Xcel Energy Foundation Matching Gifts Program

Nonprofit Organizations  Higher Education

**Please mail this form with your gift to the recipient organization. Incomplete applications will not be processed.**

### Please print.

Enclosed is my personal gift of \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Employee  Retiree *(Spouses and family members are not eligible.)*

Employee Name \_\_\_\_\_ *(full name required)*

Employee # \_\_\_\_\_ *(required for active employees only)*

Work Mailing Address \_\_\_\_\_ *(intracompany)*

Work Phone (\_\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

### Certification Statement

*I hereby certify that:*

- Neither my family nor I will derive any direct or indirect financial or material benefit from this contribution.
- I authorize the above-named recipient organization to report this gift to Xcel Energy for the purpose of applying for a matching gift.
- My gift is a voluntary contribution. It fully complies with the provisions of the program described herein, and it does not represent in any way a fee for a service or benefit.
- Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions.
- I have not been nor will I be reimbursed by anyone for this contribution.

*I have read and understood the guidelines of the Xcel Energy Matching Gifts program.*

Signature \_\_\_\_\_ Date \_\_\_\_\_